



# Database Users Guide

Revision 4  
April 21,



## Database Users Guide

### INTRODUCTION

This guide was written with the intent to give users of the C.A.S.E. Database a general overview. It is not a detail description of all the information contained in the database. The Database Committee encourages all members to use this guide and to make suggestions for improvement.

This document is the property of the C.A.S.E. organization. It was developed and is maintained by the ACS Database Committee and is intended for members' use only. It is not to be copied or distributed outside the organization without the express permission of the C.A.S.E. organization's membership. Any reproduced hard copy is only as current as the date it was printed and therefore must be considered Uncontrolled and for Reference Only. Refer to the C.A.S.E. website for the most current version ([www.caseinc.org](http://www.caseinc.org)).



## Database Users Guide

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## Database Users Guide

### 1. SETTING UP YOUR COMPUTER

After obtaining access to the internet, go to the **C.A.S.E. Home Page** at [www.caseinc.org](http://www.caseinc.org):

Citrix software must be downloaded and installed on your computer. To do this:

**C.A.S.E. - The Coordinating Agency for Supplier Evaluation**  
SINCE 1964

**Newsflash**  
Get a copy of the Fall 2009 Conference Agenda [right here!](#)

**Main Menu**

- Home
- History
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- C.A.S.E. Database**
- Employment
- OJT
- Training
- Air Carriers
- Repair Stations
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- BOD
- Membership
- Database Notes
- CBT
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**Home**

**Fall 2009 Conference Agenda**  
Written by Administrator  
Tuesday, 06 October 2009  
Get a copy of the Fall 2009 Conference Agenda [right here!](#)  
Last Updated ( Wednesday, 07 October 2009 )

**Welcome to C.A.S.E.**  
Written by Administrator  
Saturday, 12 June 2004  
New! - C.A.S.E. 2009 Spring Minutes - [Press Here](#)  
New! - C.A.S.E. 2009 Newsletter - [Press Here](#)  
C.A.S.E. is a **Nonprofit Coalition of Industrial Companies** dedicated to:

- ▶ Exchanging and Publishing Non-Prejudicial Supplier Data
- ▶ Reducing the Proliferation of Redundant Supplier Assessments
- ▶ Reducing Supplier Management Costs

**Polls**  
Best Session Spring 2009

- Database
- Training
- Standards
- Membership
- Audit

**Events Calendar**  
October 2009

S	M	T	W	T	F	S
27	28	29	30	1	2	3
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Select **C.A.S.E. Database** from the Home Page **Main Menu** bar on the left side.



# Database Users Guide

## Resulting Page

### C.A.S.E. - The Coordinating Agency for Supplier Evaluation

SINCE 1964

SEARCH

search...

#### Newsflash

A new version of the bylaws is now posted. Please get a copy [here!](#)



#### Main Menu

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- Administrator

Home > C.A.S.E. Database

#### C.A.S.E. Database Login



Written by Administrator

Monday, 18 April 2005

#### C.A.S.E. 2009 - DATABASE ACCESS

If you are an **authorized user** and would like to log into the C.A.S.E. Database, click on the appropriate login link below:

**AIR CARRIER ARSS**



#### Events Calendar

October 2009

S	M	T	W	T	F	S
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EMBEDDED APPLICATIONS BELOW - (HELPFUL FOR FIREWALL ISSUES!)

### AIR CARRIER 3.0 ARSS 3.0

**Follow these instructions**

The C.A.S.E. Database is available for use by members through Citrix. See below for installation and access instructions. If you have username/password problems, please email

[casegm.williams@sbcglobal.net](mailto:casegm.williams@sbcglobal.net) or [certs@caseinc.org](mailto:certs@caseinc.org) (for PDF Documents)

Data Center Fax number (305)-463-9265  
Alternative Fax Number (206)-350-5383

#### Download/Installation Instructions

The process is fairly simple. There are clients available for a number of computer operating systems, but since many people use Windows 95, 98 or NT, the instructions stated here will be limited to those operating systems. Note that if installing the client on Windows NT, you must be logged into the computer with administrative rights. Also, you should print out these instructions before continuing to make it easy to follow. If you do use other systems, go to <http://download.citrix.com> to select the correct client for your system from the 'Latest Client Updates' list.

Note for network users: If you have problems connecting, have your network computer experts review the following:

The following link gives detailed instructions on how to open a port in your system firewall to access the CASE Citrix Server:  
<http://www.citrix.com/support/solution/sol00053.htm>

#### Additional setup notes:

If you wish to use the Print to file feature of the Database, simply create a directory on your C Drive named 'c:\case\download'. When you select Print to file, the report will be automatically saved to this directory on your C Drive. No more downloading required!



## Database Users Guide

The C.A.S.E. General Manager (GM) is your [primary](#) contact should you have any problems installing the Citrix Software on your computer. The GM will also assign each [User ID](#) and [Password](#).

The Database Committee Chair is the secondary point of contact.

The C.A.S.E. Database Systems Administrator (DSA) can help you work through "firewall" issues unique to your company.



## Database Users Guide

### 2. LOGGING ON TO THE SYSTEM

Click [C.A.S.E. Database](#) on the **Main Menu**.

**C.A.S.E. - The Coordinating Agency for Supplier Evaluation**  
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**Administrator**

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- ▶ Reducing Supplier Management Costs

Governed by a Statement of Principles and Bylaws. Our Goal is to Provide

**Polls**  
Best Session Spring 2009

- Database
- Training
- Standards
- Membership
- Audit

**Vote** **Results**

**Events Calendar**  
October 2009

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25	26	27	28	29	30	31

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## Database Users Guide

When the next page loads, Click on, [Air Carrier](#).

**C.A.S.E. - The Coordinating Agency for Supplier Evaluation**  
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SEARCH

**Newsflash**



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**Administrator**

Home > C.A.S.E. Database

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Monday, 18 April 2005

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**AIR CARRIER**      **ARSS**

EMBEDDED APPLICATIONS BELOW - (HELPFUL FOR FIREWALL ISSUES!)

**AIR CARRIER 3.0**      **ARSS 3.0**

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**Events Calendar**  
January 2010

S	M	T	W	T	F	S
27	28	29	30	31	1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

This month

**Not This One.**



## Database Users Guide

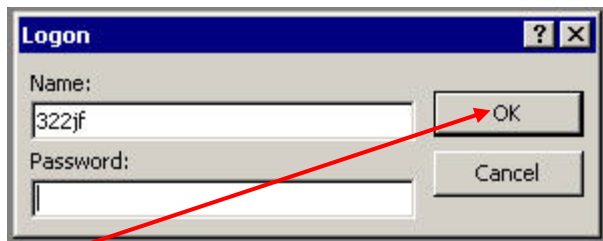
This **Windows Logon** screen will appear:



Enter **User ID** and **Password** and click **Ok**.

**NOTE:**  
You will be prompted to change your password every month.

A second password box will pop up for the **Database**:

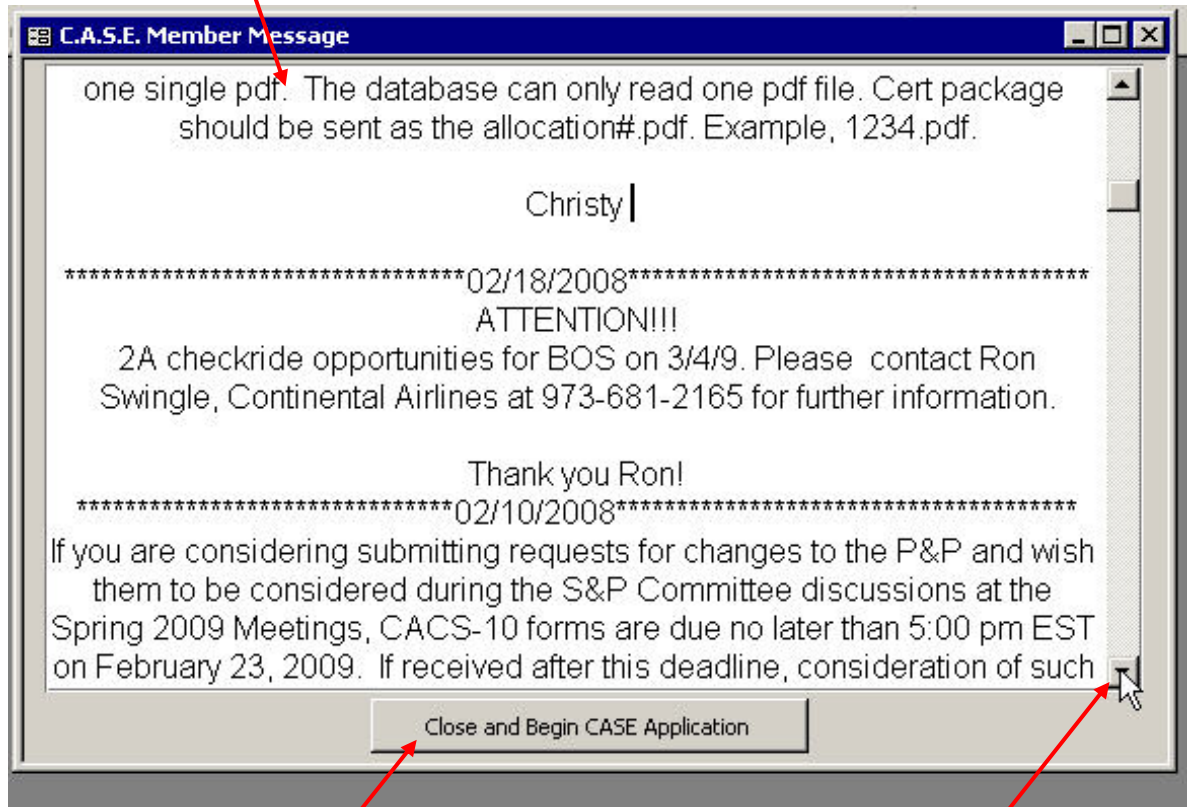


Click **OK** without a password.



## Database Users Guide

Read **C.A.S.E. Member Message** screen before proceeding.



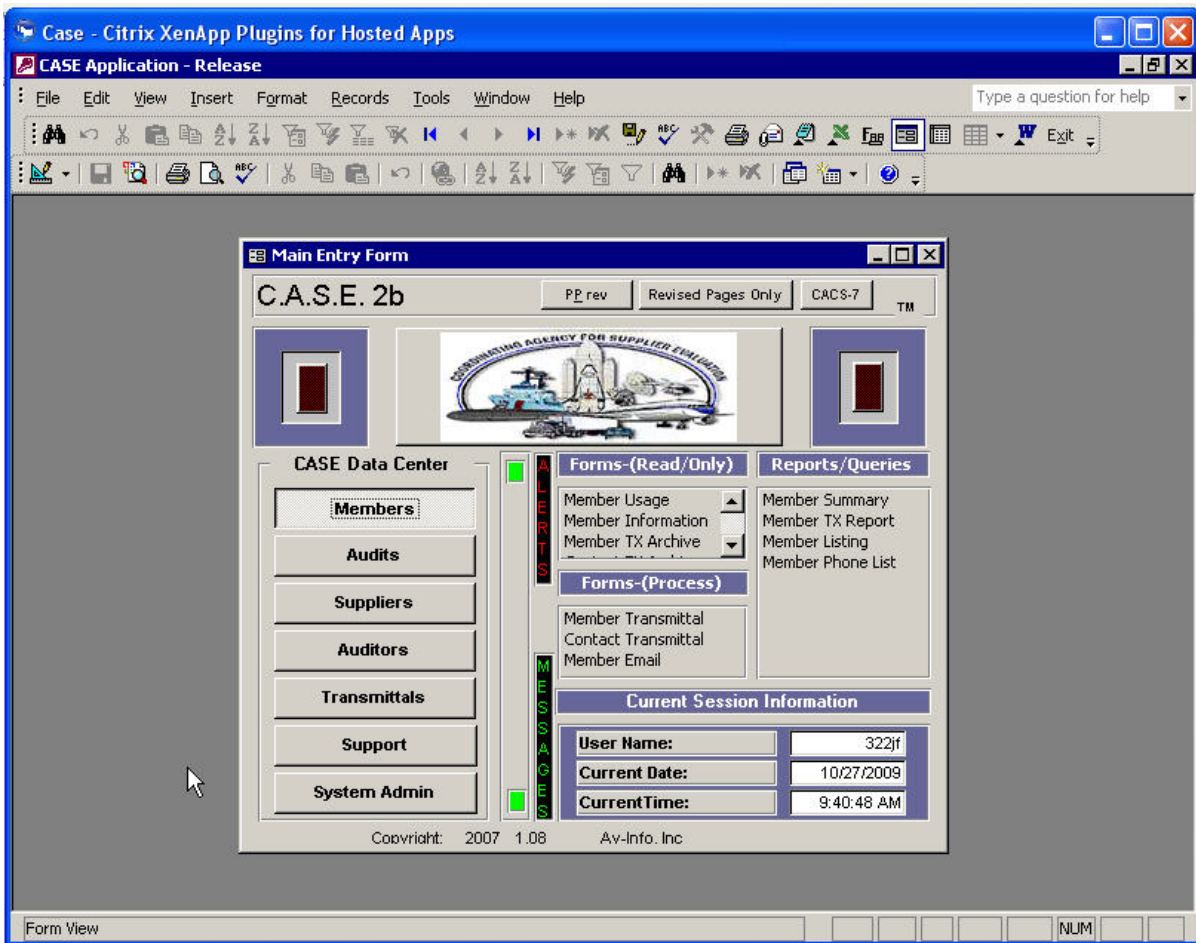
Click **Close and Begin C.A.S.E. Application** to move to Main Menu.

**NOTE:** Click inside message screen to get a scroll bar for reviewing **all** messages.



## Database Users Guide

You're in! You will now see the Main Menu called the **Main Entry Form** within the database window:





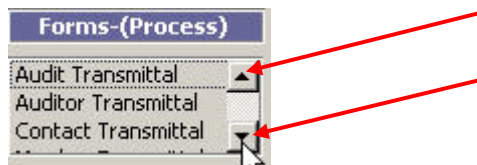
## Database Users Guide

### 3. MEMBER INFORMATION

How to look up information on another C.A.S.E. member, such as a Contact Name or Phone Number:

The screenshot shows the 'Main Entry Form' window for 'C.A.S.E. 2b'. The interface includes a 'CASE Data Center' menu with options like 'Members', 'Audits', 'Suppliers', 'Auditors', 'Transmittals', 'Support', and 'System Admin'. A 'Members' button is highlighted with a red box and an arrow pointing to it, with the text 'Click the Members Button'. Below the menu, a 'Member Information' form is selected, also highlighted with a red box and an arrow, with the text 'Then double click Member Information'. The 'Forms-(Read/Only)' section lists 'Member Usage', 'Member Information', and 'Member TX Archive'. The 'Forms-(Process)' section lists 'Member Transmittal', 'Contact Transmittal', and 'Member Email'. The 'Reports/Queries' section lists 'Member Summary', 'Member TX Report', 'Member Listing', and 'Member Phone List'. The 'Current Session Information' section shows 'User Name: 322jf', 'Current Date: 10/27/2009', and 'Current Time: 4:15:06 PM'. The footer contains 'Copyright: 2007 1.08 Av-Info. Inc'.

**NOTE:** In the form selection boxes, you won't always see a scrolling block in the right side. If the two scrolling arrows appear when you click inside the box, it means there are other forms that can be chosen but they can not be seen since they won't all fit in the box.





## Database Users Guide

The **Member Information Screen** opens:

Click in the **Member ID** field and scroll your mouse wheel till you find the airline you want.

The screenshot shows the 'Member Information' window with the following data:

Member ID:	010	Type	S	Section	ACS
Member Name	SAUDI ARABIAN AIRLINES			Zone	FRGN
Industry Code		Web Site	http://www.saudiairlin		
Address Line1	TECHNICAL QUALITY ASSURANCE			Email	TAJAMMULM@YAHC
Address Line2	CC:808			Mail Stop	TQA
Address Line3	P.O. BOX 167			Phone	966 2 684 2070
City	JEDDAH		21231	Ext	
Country	SAUDIA ARABIA	Title		Fax	966 2 684 2809
Contact Name	JAFAR HERSI	MANAGER, TQA -- SMA		Cell Phone	

**ADDITIONAL CONTACTS**

Last Name	First Name	Phone	Ext.	Email
HERSI	JAFAR	966 2 6841081		
MARGHALANI	MOHAMMAD	9662-684-2893		MMARGHALANI@SAUDI AIRLI
MILAAT	ALI A.	011-966-2-684-207		

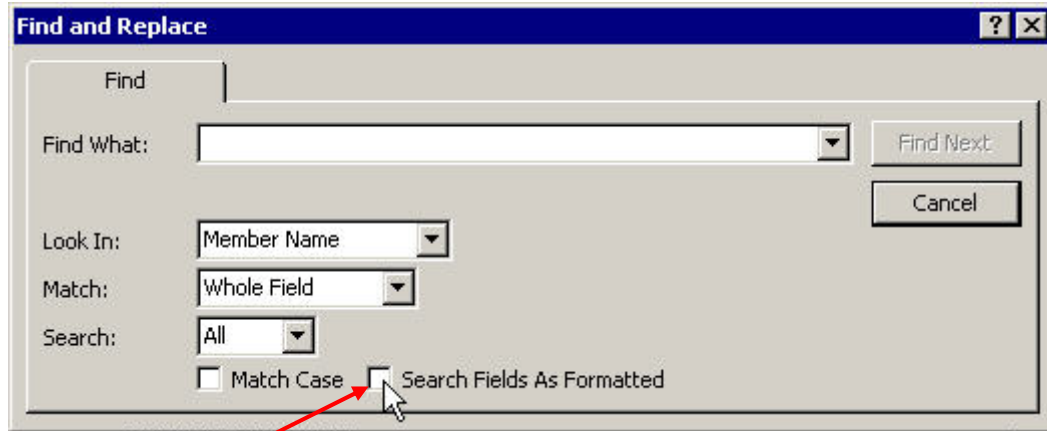
You can also click in the **Member Name** field and then press **Ctrl + F** to open the Find box:

The 'Find and Replace' dialog box is shown with the following settings:

- Find What: (empty text box)
- Look In: Member Name
- Match: Whole Field
- Search: All
- Match Case
- Search Fields As Formatted

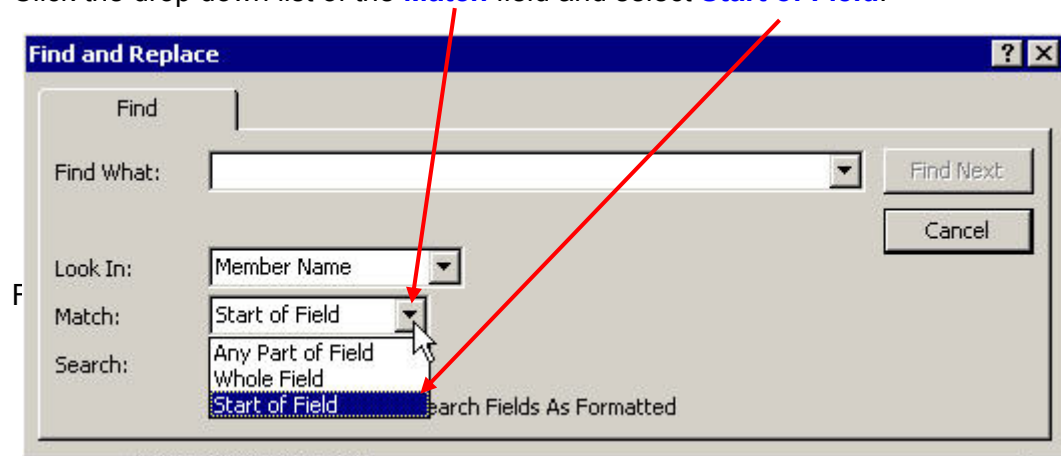


## Database Users Guide

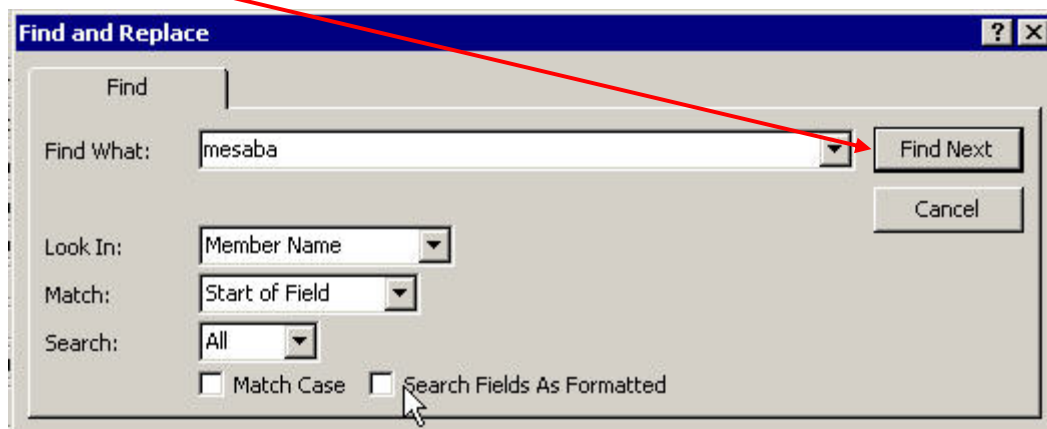


Uncheck the **Search Fields as Formatted** for broader searches.

Click the drop down list of the **Match** field and select **Start of Field**.



Click the **Find Next** button to start the search. Click **Find Next** button again to continue Searching.





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You can search in any field as long as you first click in the field itself. You can also use the Wildcard (\*) character in front of and/or behind your search word. \*mesa\*

The type of member is identified in the **Type** field. **S** identifies Sustaining members and **A** identifies Associate members.

The screenshot shows a software window titled "Member Information" with several tabs: "Member Transmittals", "Auditor Transmittals", "Auditors", and "Members Information". The "Members Information" tab is active, showing "Basic Company Information" and "Additional Information" sections.

**Basic Company Information:**

Member ID:	322	Type:	S	Section:	ACS
Member Name:	MESABA AIRLINES			Zone:	MW
Industry Code:		Web Site:			
Address Line1:	1000 BLUE GENTIAN ROAD - SUITE 200			Email:	JON.FRISBEE@MESA
Address Line2:				Mail Stop:	
Address Line3:				Phone:	612-794-9425
City:	EAGAN	MN	55121	Ext:	
Country:	USA	Title:			
Contact Name:	JONATHAN FRISBEE	SAFETY AND MAINTENA	Cell Phone:		

**ADDITIONAL CONTACTS**

Last Name	First Name	Phone	Ext.	Email
FRISBEE	JONATHAN	612-794-9425		JON.FRISBEE@MESABA.COM
SCHUBKEGEL	DAVE	612.794.9441		DAVID.SCHUBKEGEL@MESABA

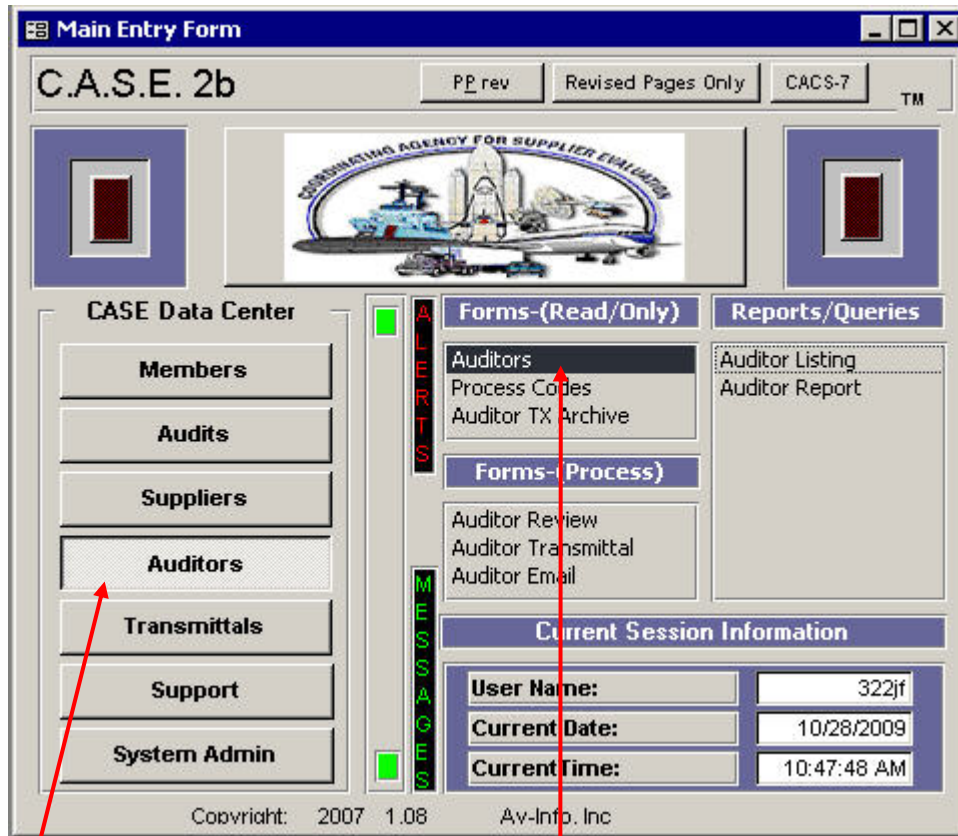
The **primary** contact for the airline is identified in the **Contact Name**.

There are secondary contacts identified in the **Additional Contacts**



## Database Users Guide

### 4. AUDITOR INFORMATION



Click the **Auditors** button and then double click **Auditors** to open the Auditors screen.



## Database Users Guide

Once open, you can search via the **Member ID**, **Member Name**, or the **Auditor Name** if you know it. If the airline has more than one C.A.S.E. Auditor, you can click in the **Auditor Name** field and scroll through them with the mouse wheel.

The screenshot shows a software window titled "Case - Auditors" with a sub-header "AUDITORS". It contains two tabs: "General - Auditor Information" (selected) and "Additional - Auditor Information". The form fields are as follows:

Member ID:	322	Cert. No.	
Auditor No	322JF	Zone	MW
Member Name	MESABA AIRLINES	Mail Stop	
Auditor Name	JOHNATHAN FRISBEE	Ext No.	
Address Line1	1000 BLUE GENTIAN ROAD	Phone	612-794-9425
Address Line2	SUITE 200	FAX	952-470-7299
City, St, Zip	EAGAN MN 55121-1679	Email:	jon.frisbee@mesaba.com
Country		Qual Level:	1
Date Cert. 1A/2A	10/25/2007	1A	2A
Exp Date 1A/2A		3A	4A
Auditor Comments		III	I
		√	III

At the bottom right, there is a section labeled "Authorized for CASE Standards" with a grid of checkboxes. A red arrow points from a text box to the "1A" checkbox, which is checked.

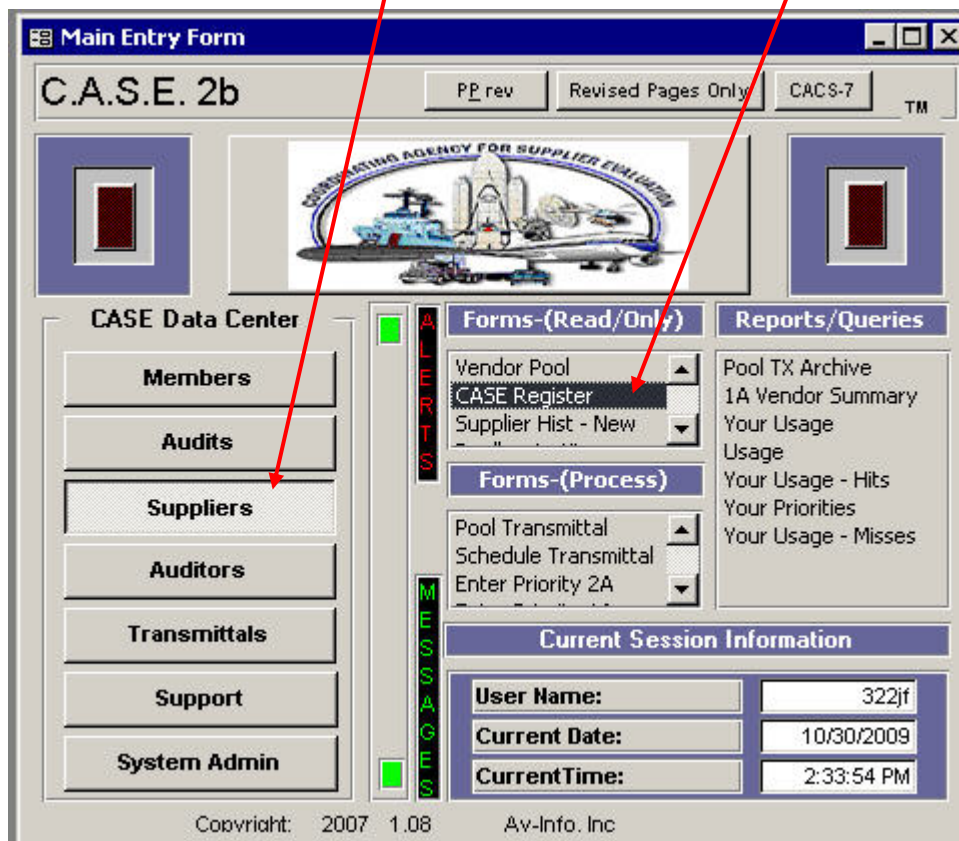
The ratings each auditor is authorized for is identified here.



## Database Users Guide

### 5. FINDING A VENDOR IN THE C.A.S.E. REGISTER

To open the C.A.S.E. Register click [Suppliers](#) and double click [CASE Register](#).





## Database Users Guide

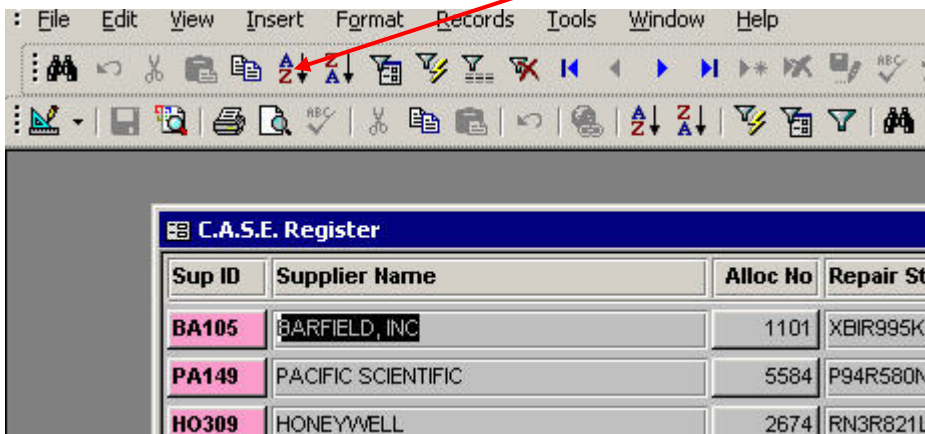
You can select the vendor you wish to view from this first screen.

Sup ID	Supplier Name	Alloc No	Repair Station	Perf.	Due	Audit Date	Usage
BA105	BARFIELD, INC	1101	XBIR995K	N	01/10	2/19/2008	47
PA149	PACIFIC SCIENTIFIC	5584	P94R580N	Y	04/09	6/17/2009	46
HO309	HONEYWELL	2674	RN3R821L	N	12/09	11/16/2007	46
AL065	HONEYWELL INTERNATIONAL, INC.	2322	ZX4R716M		03/09		44
HO160	HONEYWELL INTERNATIONAL, INC	2689	TT1R518K	N	03/10	3/5/2008	42
RO220	ROSEMOUNT AEROSPACE, INC.	4297	RJLR391K	N	01/10	1/21/2008	42
WA120	KIDDE AEROSPACE	5275	YZ4R692M	Y	02/09	2/10/2009	42
HA120	HAMILTON SUNDSTRAND WORLDWIDE REPAIR	2487	SI3R842L	N	03/10	3/11/2008	41
HO148	HONEYWELL INTERNATIONAL, INC.	665	ZN3R030M	N	12/10	12/12/2008	41

Record: 1 of 1113

When the list first opens, it is not sorted by **Supplier Name**.

Click in one of the supplier names and then click the **AZ** button to sort the Supplier Name alphabetically.





## Database Users Guide

	3256	PU5R132N
	1035	YIGR996L
	1040	BF5R104J

Once you find the vendor you wish to view, double click in the **Alloc. No.** button for the vendor.

If you know the Allocation number of the vendor, you can also click in the **Alloc. No.** field and use the search feature.

Below is the form displaying the record for **Goodrich Corporation dba Wheel & Brake Service** with Allocation Number **1035**.

Audit Type	Supplier ID	Review Audit Archives	Review Pool Archives	Allocation Number			
058	BF230	Review Schedule Archive		1035			
Quality Cd	A449 ISSUED	Drug Test Plan	Repair Station	JAA Cert No	Vendor Added By		
1A	1		YIGR996L	145.5335	050		
Supplier Name / Division		Address Line 1 / Line 2		Zone	SO	City, State, Postal Code	
GOODRICH CORPORATION		7100 INTERMODAL DRIVE				LOUISVILLE	
WHEEL & BRAKE SERVICE		SUITE G				KY	40258
Contact Name	CHRIS BURGIN			Supplier Country	U.S.A.		
Supplier Phone	502-995-3353	Supplier Fax	502-995-3167	E-Mail	chris.burgin@goodrich.com		
Supplier Comments							
Last Entry Date	Scheduled Date	Audit Performed	Scheduled Member	Action Code			
6/11/2008	06/10	N	129	NEW-10			
Code	Member Name	D091	Process	Audit Date	Member	Standard	
051	AMERICAN EAGLE AIRLINES	<input type="checkbox"/>	940-LAC	6/11/2008	058	1A	
053	DELTA AIR LINES	<input type="checkbox"/>	940-LAC	5/26/2006	510	1A	
056	FEDERAL EXPRESS CORPORATION	<input type="checkbox"/>	940-LAC	3/31/2004	051	1A	
058	USAIRWAYS, INC.	<input type="checkbox"/>	940-LAC	11/5/2002	050	1A	
			940-LAC	2/21/2002	050	1A	

The member airlines using the vendor are listed here.



## Database Users Guide

On the next few pages is a description of each section outlined here.

CASE Register

Audit Type	Supplier ID	Review Audit Archives	Review Pool Archives		<b>Allocation Number</b>
058	BF230	Review Schedule Archive			1035
<b>Quality Cd</b>	A449 ISSUED	Drug Test Plan	Repair Station	JAA Cert No	Vendor Added By
1A	1		YIGR996L	145.5335	050

Supplier Name / Division	Address Line 1 / Line 2	Zone	SD	City, State, Postal Code
GOODRICH CORPORATION	7100 INTERMODAL DRIVE			LOUISVILLE
WHEEL & BRAKE SERVICE	SUITE G			KY 40258
Contact Name	CHRIS BURGIN	Supplier Country	U.S.A.	
Supplier Phone	502-995-3353	Supplier Fax	502-995-3167	E-Mail
				chris.burgin@goodrich.com

**Supplier Comments**

Last Entry Date	Scheduled Date	Audit Performed	Scheduled Member	Action Code
6/11/2008	06/10	N	129	NEW-10

Code	Member Name	D091	Process	Audit Date	Member	Standard
051	AMERICAN EAGLE AIRLINES	<input type="checkbox"/>	940-LAC	6/11/2008	058	1A
053	DELTA AIR LINES	<input type="checkbox"/>	940-LAC	5/26/2006	510	1A
056	FEDERAL EXPRESS CORPORATION	<input type="checkbox"/>	940-LAC	3/31/2004	051	1A
			940-LAC	11/5/2002	050	1A
058	USAIRWAYS, INC.	<input type="checkbox"/>	940-LAC	2/21/2002	050	1A

Record: <span style="border: 1px solid gray; padding: 2px;">1</span>	Record: <span style="border: 1px solid gray; padding: 2px;">1</span>
--	--



## Database Users Guide

### Top Section descriptions:

The **Supplier ID** is **not** used anymore.

The **FAA** or **AMO Certificate Number** is here.

This is now the **EASA Certificate Number**.

The **Allocation Number** is here.

Audit Type	Supplier ID	Review Audit Archives	Review Pool Archives		<b>Allocation Number</b>
058	BF230	Review Schedule Archive			1035
<b>Quality Cd</b>	A449 ISSUED	Drug Test Plan	Repair Station	JAA Cert No	Vendor Added By
1A	1		Y1GR996L	145.5335	050

A **1** in this field means the vendor has been issued the FAA **A449 D&A Op spec**.

This section contains the vendor name, address, and contact info.

The primary vendor name.

If the vendor is a **dba** it is identified in this field here.

Supplier Name / Division	Address Line 1 / Line 2	Zone	SD	City, State, Postal Code
GOODRICH CORPORATION	7100 INTERMODAL DRIVE			LOUISVILLE
WHEEL & BRAKE SERVICE	SUITE G			KY 40258
Contact Name	CHRIS BURGIN	Supplier Country	U.S.A.	
Supplier Phone	502-995-3353	Supplier Fax	502-995-3167	Email chris.burgin@goodrich.com

## Database Users Guide

If comments were entered on the audit transmittal they will appear in the **Supplier Comments** field.

Supplier Comments				
Last Entry Date	Scheduled Date	Audit Performed	Scheduled Member	Action Code
6/11/2008	06/10	N	129	NEW-10

The date of the latest transmittal appears in this field.

The Month and Year the vendor is allocated to be audited will be in the **Scheduled Date** field.

A **N** indicates the Scheduled audit has not yet been accomplished. A **Y** indicates it has.

The number in this field indicates which member is scheduled to do the audit.

The list in the lower right contains the Last Audit and a general audit history.

This vendor has only one Op Spec rating (**Process**). If the vendor has more than one rating, there will be multiple rows with the same Audit Date, each row listing a different rating (Process) that was audited.

Here are the Op Spec ratings which were audited.

The **Member** airline code that did the audit.

**1A** – ROV  
**2A** – Fuel  
**3A** – Distributors of New and Surplus Parts

Process	Audit Date	Member	Standard
940-LAC	6/11/2008	058	1A
940-LAC	5/26/2006	510	1A
940-LAC	3/31/2004	051	1A
940-LAC	11/5/2002	050	1A
940-LAC	2/21/2002	050	1A

Record: 1 of 12



## Database Users Guide

This section lists the airlines who have indicated they are using the vendor.

Code	Member Name	D091
051	AMERICAN EAGLE AIRLINES	<input type="checkbox"/>
053	DELTA AIR LINES	<input type="checkbox"/>
056	FEDERAL EXPRESS CORPORATION	<input type="checkbox"/>
058	USAIRWAYS, INC.	<input type="checkbox"/>

Record: 1 of 15

If any airlines are using the vendor for Substantial Maintenance, the **D091** box will be checked.

Scroll down to see all the airlines.

The list only shows the first 4 users. This vendor has 15 total users so you have to scroll to view all of them.

You can view and print the certificates for a vendor by clicking the **FAA** button.

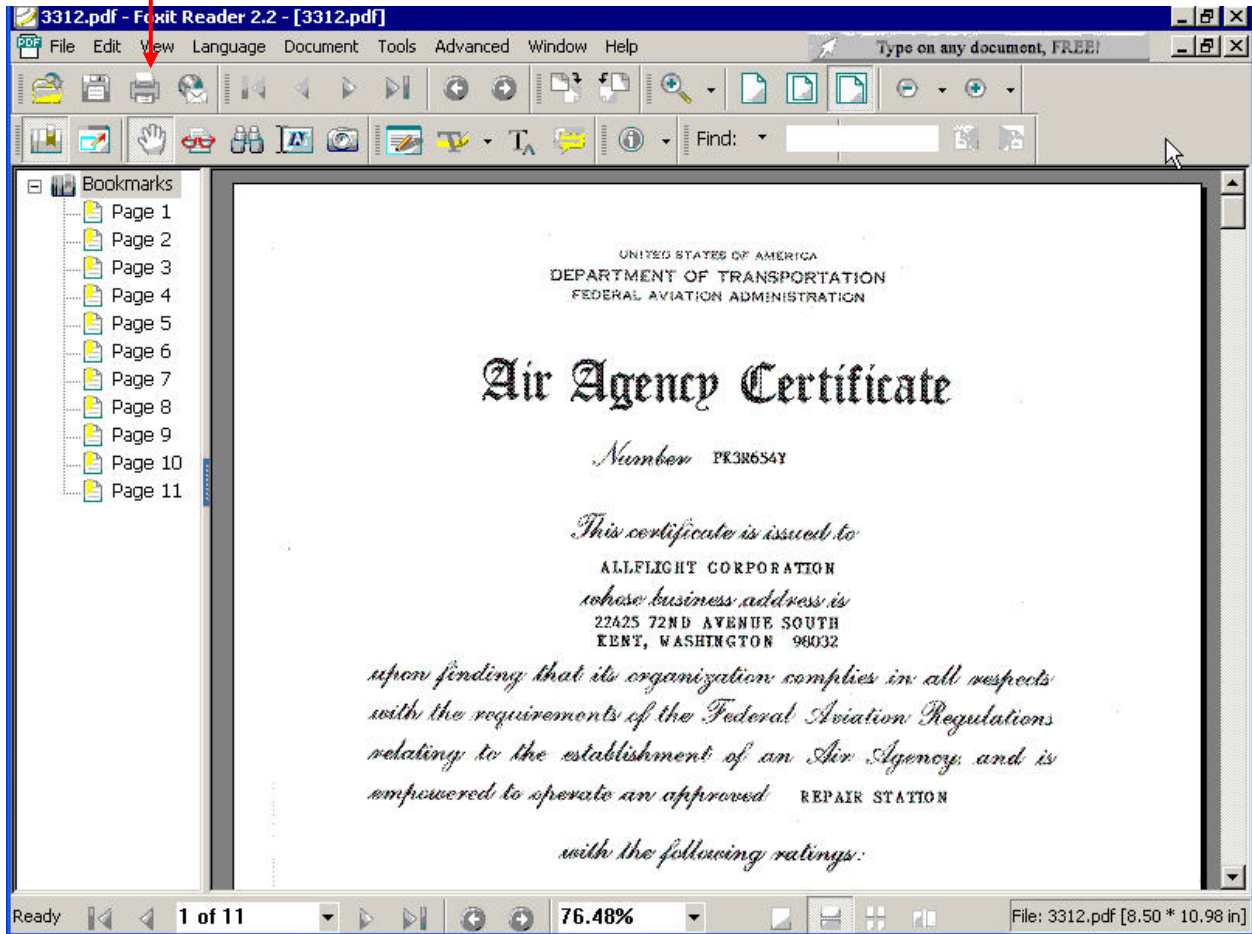
The screenshot shows the 'CASE Application - Release - [CASE Register]' window. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons, including a red 'FAA' button. The status bar at the bottom shows 'Audit Type', 'Supplier ID', 'Review Audit Archives', 'Review Pool Archives', and 'Allocation Number'.



## Database Users Guide

When you click the FAA button, this screen will open showing the certs.

Click the **Print** button to print all 11 documents.



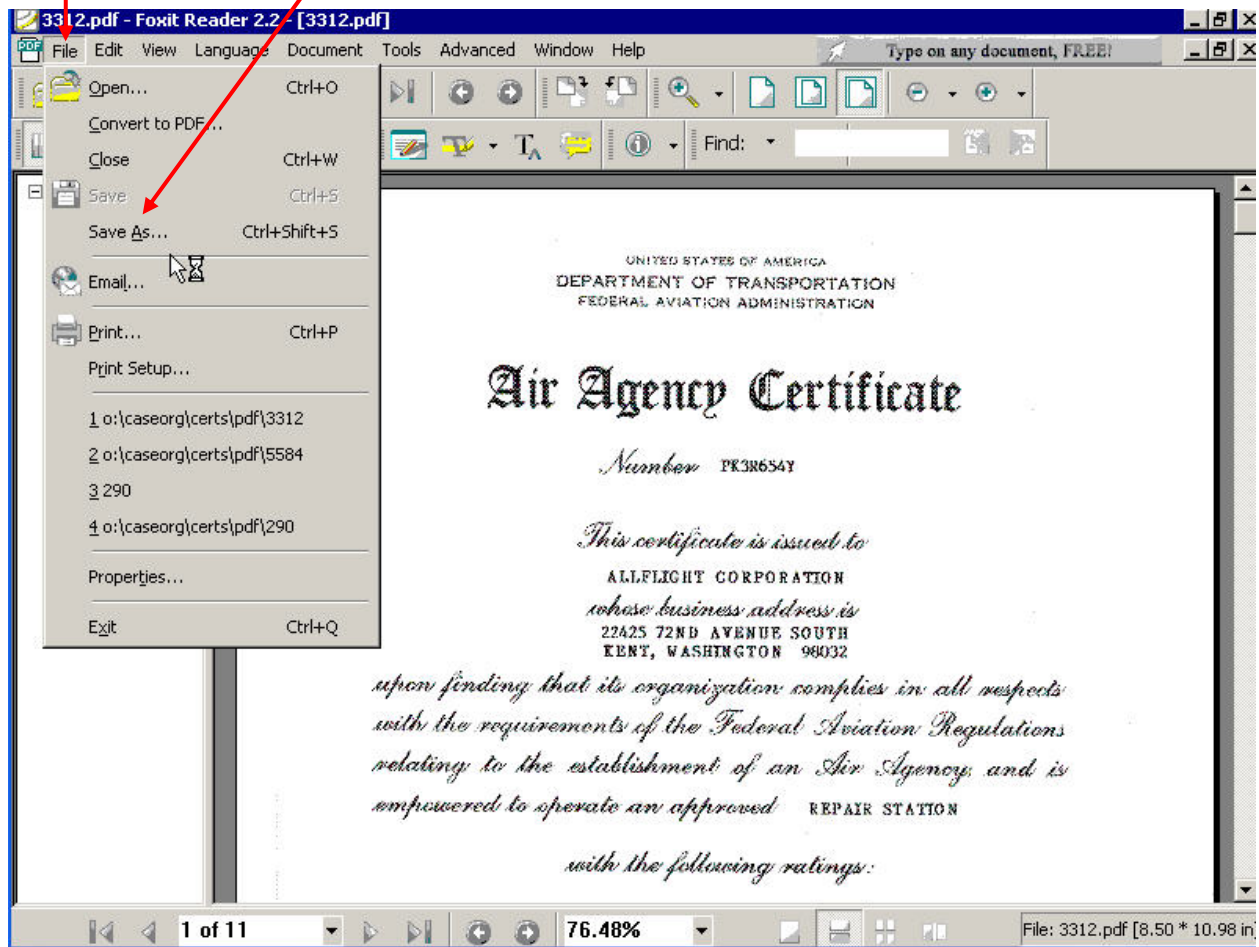


## Database Users Guide

You can also **save** the documents to your computer as follows:

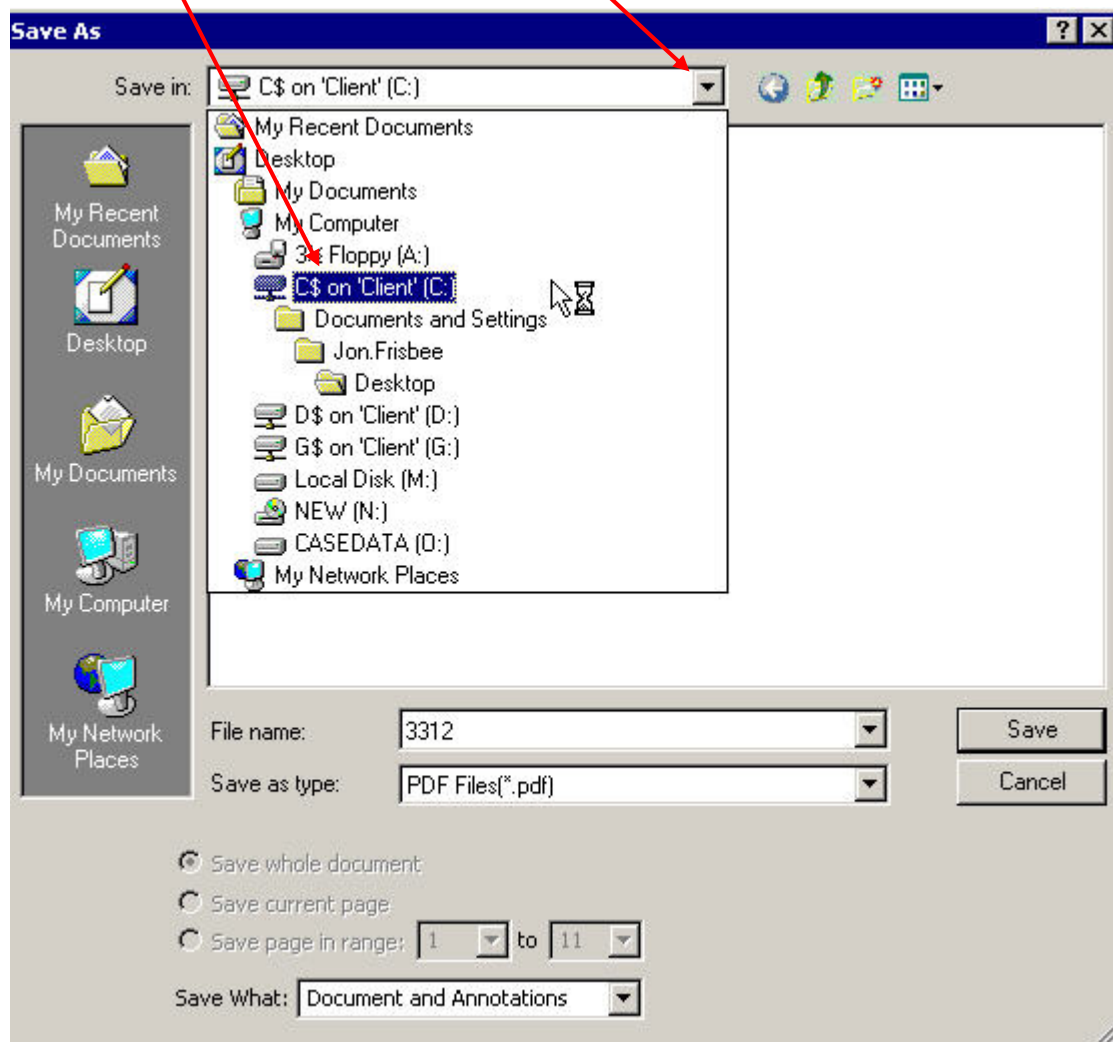
**NOTE:** You may need to have your IT department set your computer up with access for saving files to your computer. If you follow the steps below and receive an “Access Denied” error message, you will have to get access. The C.A.S.E. Database Systems Administrator (DSA) can also help you work through this issue.

Click **File** and then **Save As**.



## Database Users Guide

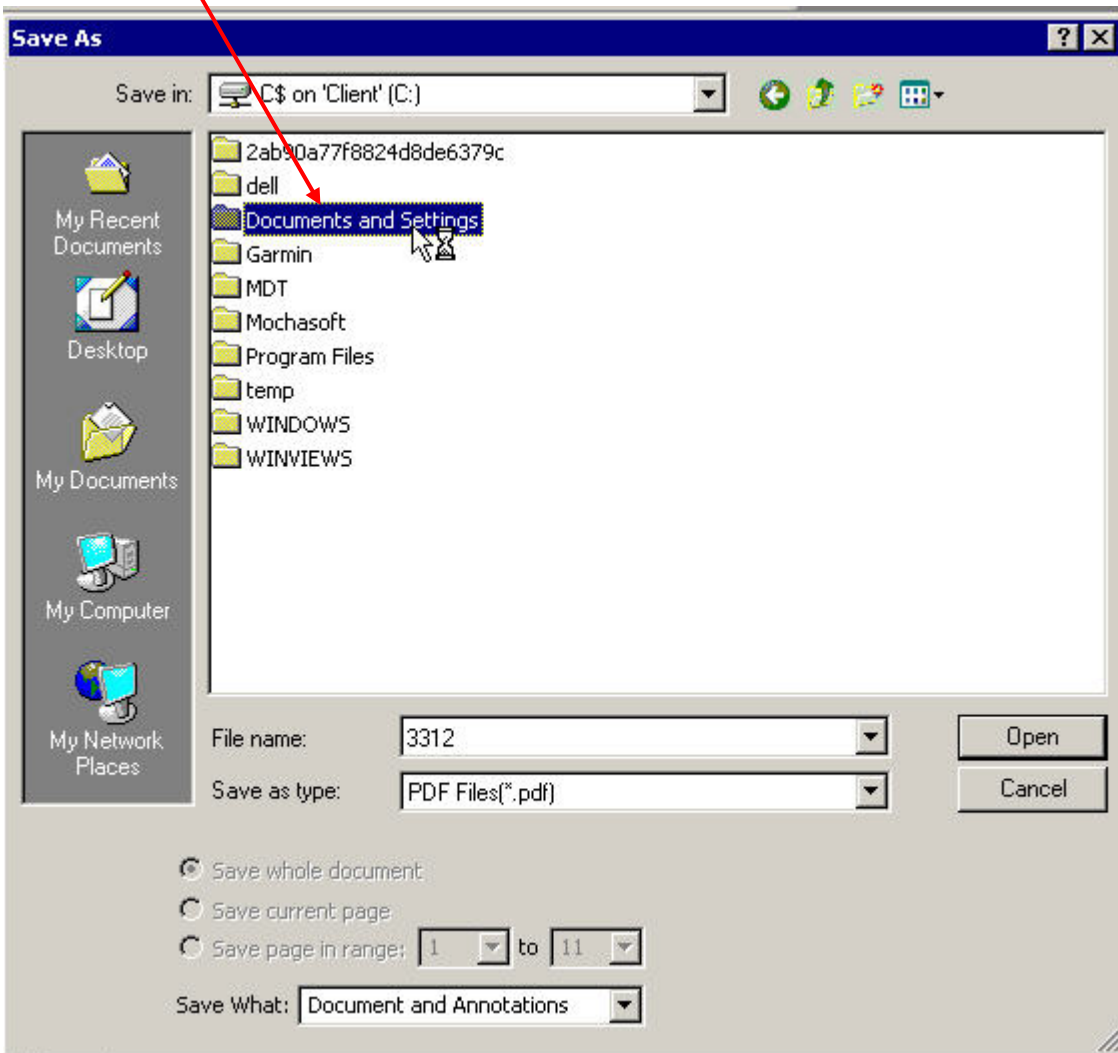
When the Save As box opens, click the **Save In** field drop down and select **C\$ on 'Client' (C)**.





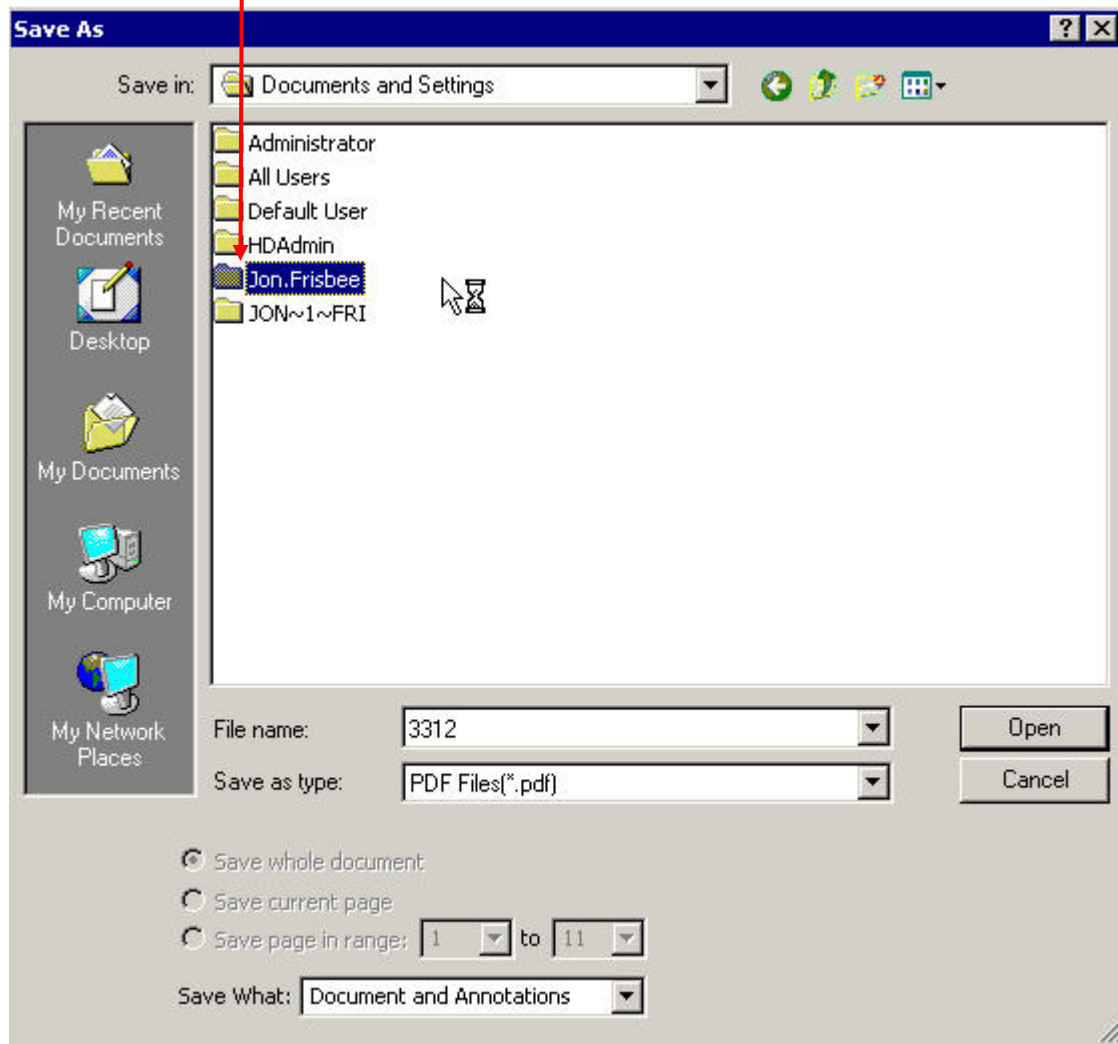
## Database Users Guide

Next, click **Documents and Settings**.



## Database Users Guide

Next, locate the **Folder** with your user name.

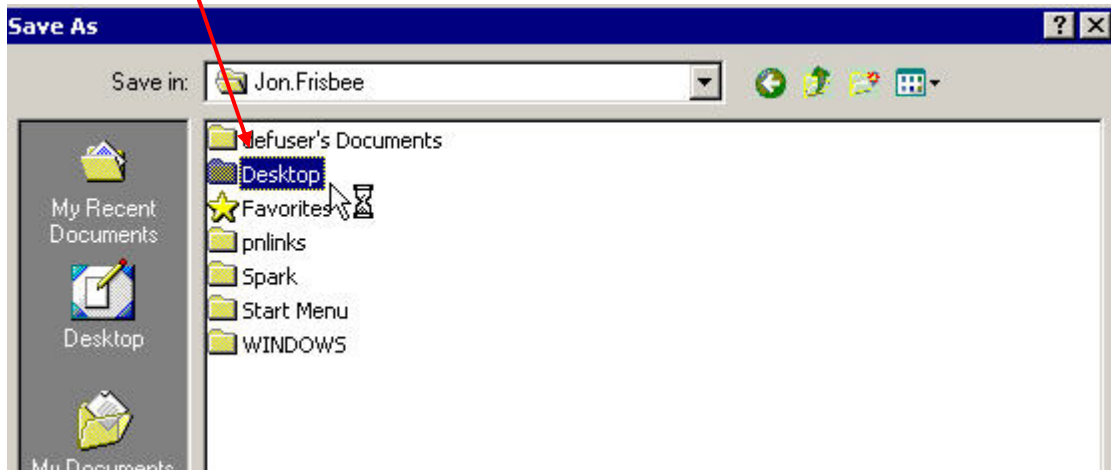


**NOTE:** It may be necessary to click on a few folders and view the contents to determine which is actually yours.

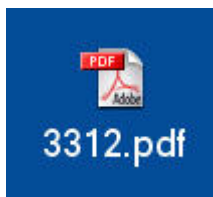
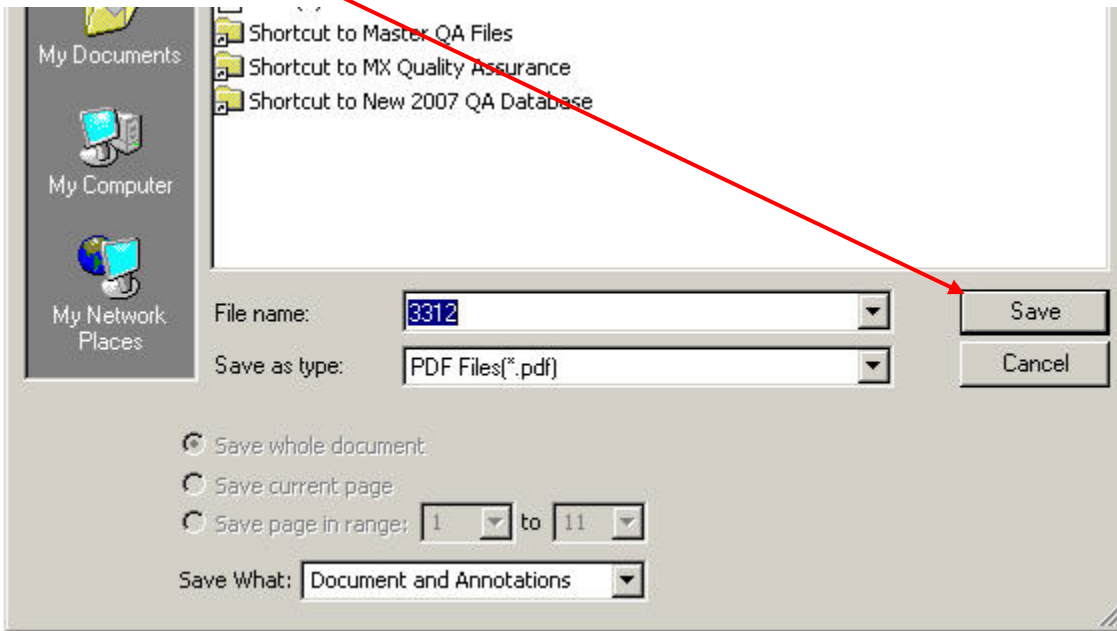


## Database Users Guide

Click the **Desktop Folder**.



Then click the **Save** button. The documents will now be saved to your desktop of your computer.





## Database Users Guide

Click the [Review Audit Archives](#) to view the latest transmittals.

**CASE Register**

Audit Type	Supplier ID	Review Audit Archives	Review Pool Archives	<b>Allocation Number</b>		
058	BF230	Review Schedule Archive		1035		
<b>Quality Cd</b>	A449 ISSUED	Drug Test Plan	Repair Station	JAA Cert No		
1A	1		YIGR996L	145.5335		
Supplier Name / Division		Address Line 1 / Line 2		Zone		
GOODRICH CORPORATION		7100 INTERMODAL DRIVE		SO		
WHEEL & BRAKE SERVICE		SUITE G		City, State, Postal Code		
				LOUISVILLE KY 40258		
Contact Name	CHRIS BURGIN		Supplier Country	U.S.A.		
Supplier Phone	502-995-3353	Supplier Fax	502-995-3167	E-Mail		
chris.burgin@goodrich.com						
<b>Supplier Comments</b>						
Last Entry Date	Scheduled Date	Audit Performed	Scheduled Member	Action Code		
6/11/2008	06/10	N	129	NEW-10		
Code	Member Name	D091	Process	Audit Date	Member	Standard
051	AMERICAN EAGLE AIRLINES	<input type="checkbox"/>	940-LAC	6/11/2008	058	1A
053	DELTA AIR LINES	<input type="checkbox"/>	940-LAC	5/26/2006	510	1A
056	FEDERAL EXPRESS CORPORATION	<input type="checkbox"/>	940-LAC	3/31/2004	051	1A
058	USAIRWAYS, INC.	<input type="checkbox"/>	940-LAC	11/5/2002	050	1A
			940-LAC	2/21/2002	050	1A
Record: 1 of 1			Record: 1 of 1			




## Database Users Guide

This is the screen for viewing transmittals. To view a hard copy, click the [Print](#) button.

**C.A.S.E. 1A Vendor**    Record Count: 17    **AUDIT TRANSMITTALS - ARCHIVES**

General - Audit Transmittals    Additional Info - Audit Transmittals

<b>Member ID:</b>	058		<b>Alloc No.</b>	1035	
<b>Audit Date</b>	5/11/2008		<b>Auditor</b>	058-CS	
<b>Supplier Name</b>	GOODRICH CORPORATION			<b>Zone</b>	SO
<b>Division</b>	WHEEL & BRAKE SERVICE			<b>Quality Cd</b>	1A
<b>Address Line1</b>	7100 INTERMODAL DRIVE			<b>Phone/Ext</b>	502-995-3353    224
<b>Address Line2</b>	SUITE G			<b>FAX</b>	502-995-3167
<b>City, St, Zip</b>	LOUISVILLE	KY	40258	<b>Email</b>	chris.burgin@goodrich.com
<b>Country</b>	U.S.A.			<b>Xmit Date</b>	7/21/2008    058CS
<b>Contact Name</b>	CHRIS BURGIN			<b>Xmit Time</b>	10:43:38
<b>Repair Station</b>	YIGR996L	<b>Supplier ID</b>	BF230	<b>A449 OPSpec</b>	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> N/A
<b>JAA Certificate</b>	145.5335	<b>Action</b>	UPAUD	<b>Process Code</b>	940-LAC

**Audit Transmittal Comments**

PLEASE DISREGARD PREVIOUS TRANSMITTAL ATTEMPTS DUE TO COMPUTER PROBLEMS. AUDIT COMPLETE.



## Database Users Guide

A view of the paper transmittal opens. From here, you can print a copy.

Close Setup W [Icons]

### Air Carrier Section Transmittal Archive

Monday, November 09, 2009 1:06:18 PM


---

CASE Member	058	USAIRWAYS, INC.	Supplier ID	BF230
Audit Date	6/11/2008		Allocation Number	1035
Supplier Name	GOODRICH CORPORATION			
Supplier Division	WHEEL & BRAKE SERVICE			
Address Line1	7100 INTERMODAL DRIVE			
Address Line2	SUITE G			
Supplier City	LOUISVILLE		Transmittal Date:	7/21/2008
Supplier State	KY		Transmittal Time:	10:43:38
Supplier Zip	40258	Zone	SO	
Supplier Country	U.S.A.			
Contact Name	CHRIS BURGIN			
Supplier Phone	502-995-3353	Ext	224	
Supplier FAX	502-995-3167	Email	chris.burain@goodrich.com	
Repair Station	YIGR996L	A449 OPSpec	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
Auditor	058-CS	CRAIG SEAMAN		
Quality Code	1A	COMPONENT REPAIR/OVERHAUL QUALITY PROGRAM REQUIREMENTS		
Action	UPAUD			
Supplier Comments	PLEASE DISREGARD PREVIOUS TRANSMITTAL ATTEMPTS DUE TO COMPUTER PROBLEMS. AUDIT COMPLETE.			

---

Capabilities	Code	Description
	940-LAC	LIMITED ACCESSORY

To enlarge the page, click the **Magnifying** icon.



Monday, November 09, 2009 Page 1 of 1



## Database Users Guide

### Air Carrier Section Transmittal Archive

Friday, October 30, 2009 5:04:47 PM

CASE Member	<u>058</u>	USAIRWAYS, INC.	Supplier ID	<u>BF230</u>
Audit Date	<u>6/11/2008</u>		Allocation Number	<u>1035</u>
Supplier Name	<u>GOODRICH CORPORATION</u>		Transmittal Date:	<u>7/21/2008</u>
Supplier Division	<u>WHEEL &amp; BRAKE SERVICE</u>		Transmittal Time:	<u>10:43:38</u>
Address Line1	<u>7100 INTERMODAL DRIVE</u>			
Address Line2	<u>SUITE G</u>			
Supplier City	<u>LOUISVILLE</u>			
Supplier State	<u>KY</u>			
Supplier Zip	<u>40258</u>	Zone	<u>SO</u>	
Supplier Country	<u>U.S.A.</u>			
Contact Name	<u>CHRIS BURGIN</u>			
Supplier Phone	<u>502-995-3353</u>	Ext	<u>224</u>	
Supplier FAX	<u>502-995-3167</u>	Email	<u>chris.burgin@goodrich.com</u>	
Repair Station	<u>YIGR996L</u>	A449 OPSpec	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
Auditor	<u>058-CS</u>	<u>CRAIG SEAMAN</u>		
Quality Code	<u>1A</u>	<u>COMPONENT REPAIR/OVERHAUL QUALITY PROGRAM REQUIREMENTS</u>		
Action	<u>UPAUD</u>			
Supplier Comments	<u>PLEASE DISREGARD PREVIOUS TRANSMITTAL ATTEMPTS DUE TO COMPUTER PROBLEMS. AUDIT COMPLETE.</u>			
Capabilities	<u>Code</u>	<u>Description</u>		
	<u>940-LAC</u>	<u>LIMITED ACCESSORY</u>		

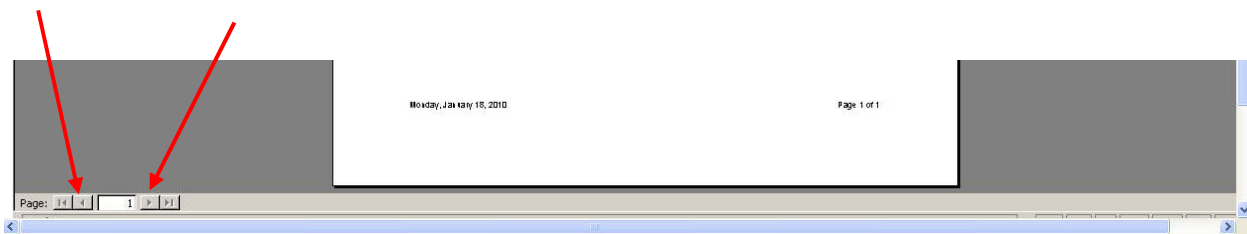
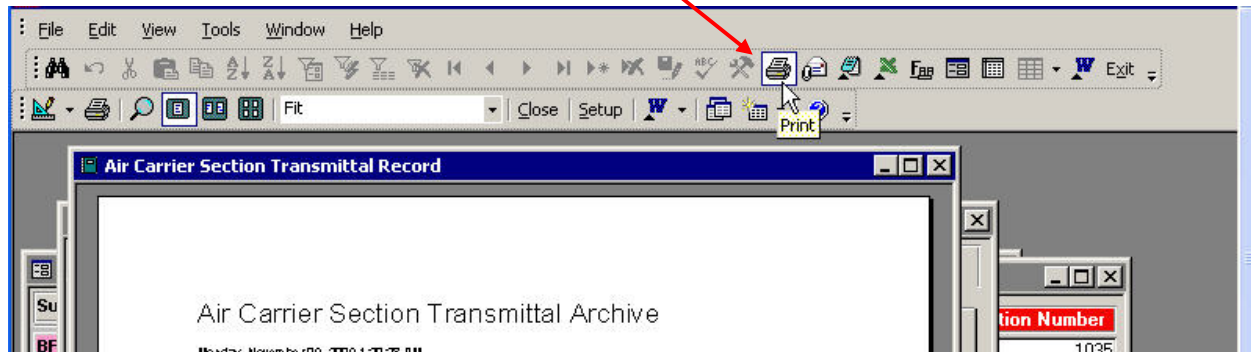
The date the Transmittal was completed.

Here you will find which **Action** the current transmittal is



## Database Users Guide

To print a hard copy of the transmittal, click the **Print** icon on the toolbar.

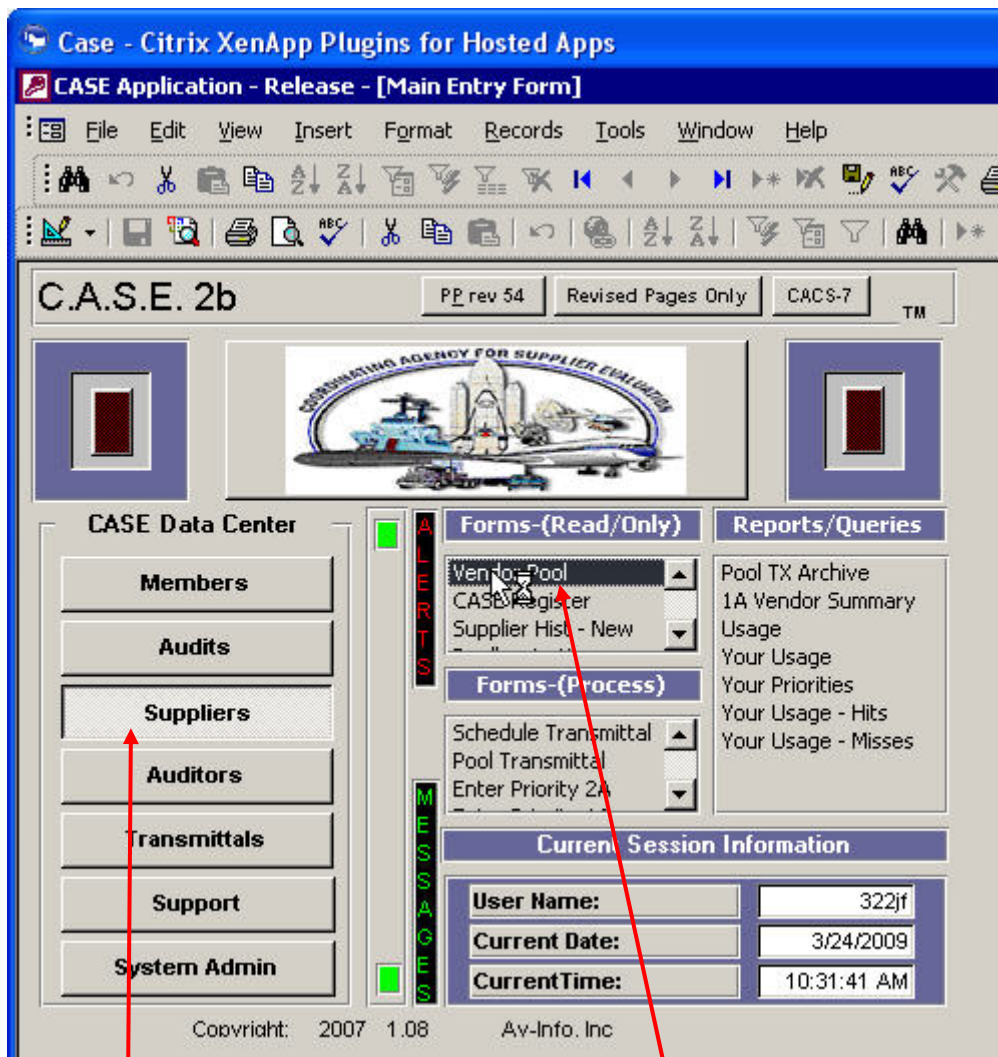


If there is more than one transmittal such as one for a **PENDCA** and one for an **UPAUD**, you can page through them by clicking the arrows in the lower left corner of the screen.



## Database Users Guide

### 6. FINDING A VENDOR IN THE C.A.S.E. VENDOR POOL



Click the **Suppliers** button and then double click **Vendor Pool**.



## Database Users Guide

This is the Vendor Pool Form. It is **Read-Only** meaning you can view the data but not change anything. You can view every vendor that has been entered in the database whether they are in the Register or Not. If a vendor has been deleted from the Register, their information will still be available in the Pool.

You can click in the name field and scroll with your mouse to find a vendor, or click in any field and search as described previously.

The screenshot shows the CASE Application - Release - [C.A.S.E. 1A Vendor] window. The form displays the following information:

- Audit Type:** Review Audit Archives, Review Pool Archives, Review Schedule Archive, Print Usage
- Records:** 6228
- Allocation Number:** 24607
- Quality Cd:** 1A
- ATA City:** SEA
- Repair Station:** TLKR990Y
- EASA Cert No:**
- Vendor Added By:** 089
- Supplier Name / Division:** LKD AEROSPACE, INC
- Address Line 1 / Line 2:** 8026 BRACKEN PLACE SE
- Zone:** NW
- City, State, Postal Code:** SNOQUALMIE WA 98065
- Contact Name:** KRISTY CHAMBERLAIN, MANAGER QA
- Supplier Country:**
- Supplier Phone:** 425-396-0829
- Supplier Fax:** 425-396-1129
- Email:** kristychamberlain@Lkdaero.com
- Supplier Comments:**
- Table:**

Last Entry Date	Scheduled Date	Audit Performed	Scheduled Member	Action Code	CASE Register
					<input type="checkbox"/>
- Table:**

Code	Member Name	D091	Process	Audit Date	Member	Standard
089	EVERGREEN INTERNATIONAL AIRLINES	<input type="checkbox"/>				

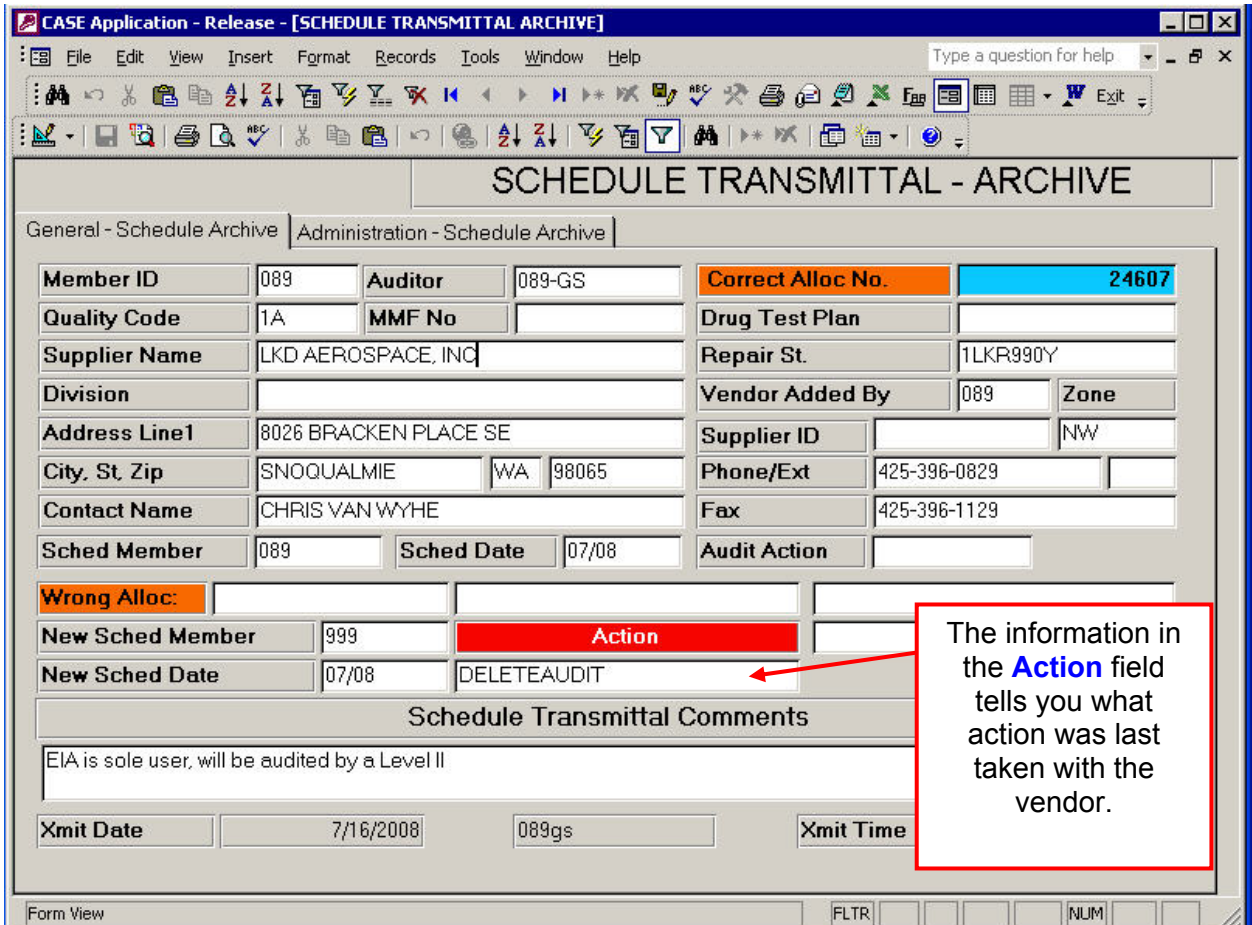
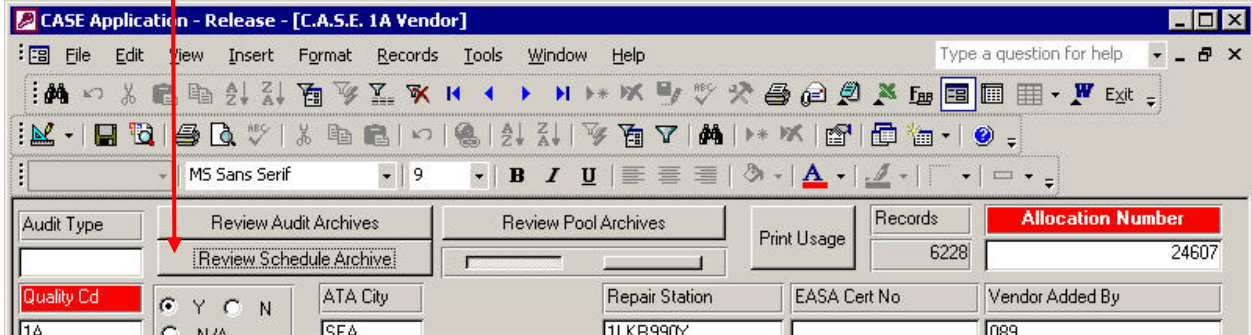
There must be at least **two** members showing usage for the vendor to be allocated for the following year.

This vendor is not currently in the register.  
If it was, then this box would be checked.



## Database Users Guide

Click the **Review Schedule Archive** button to view previous schedule change information.





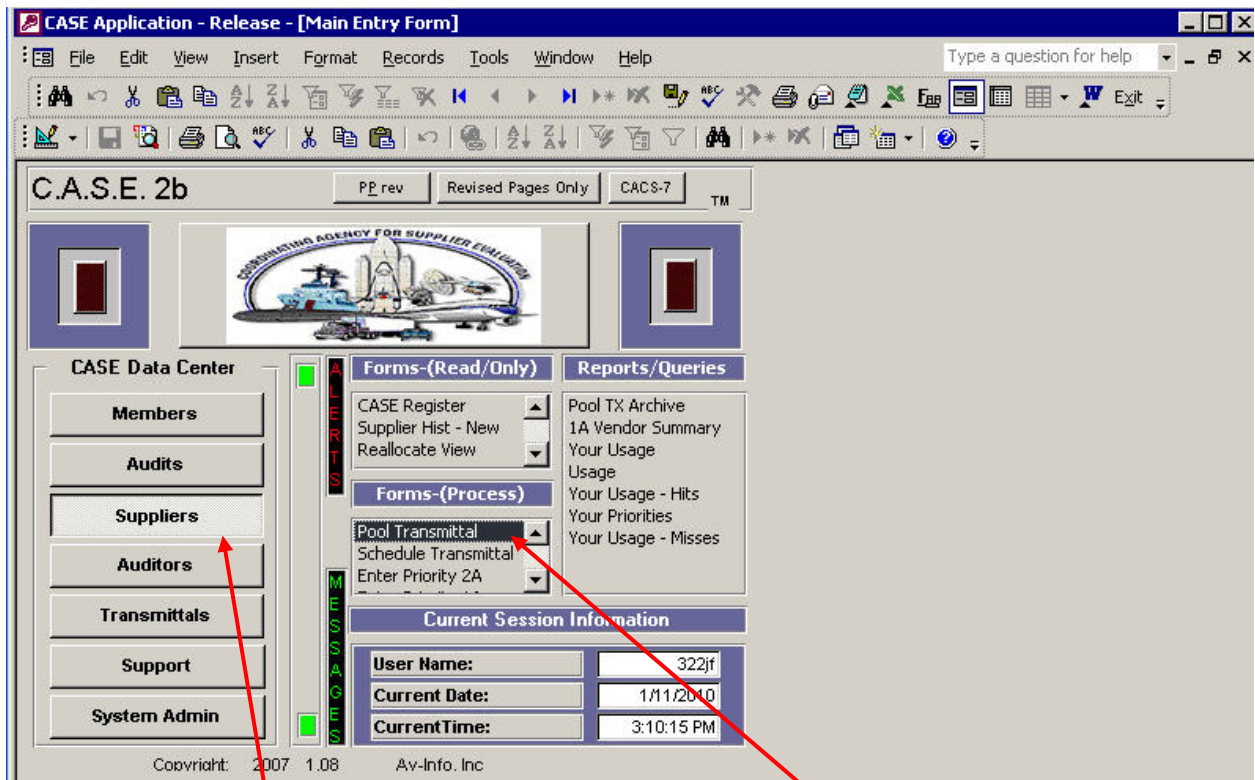
## Database Users Guide

### 7. TRANSMITTALS

#### A. Pool Transmittals

If you want to do a change to a vendor listed in the Pool or add a new vendor to the Pool, you need to open the **Pool Transmittal** form.

A new vendor must first be added to the **Vendor Pool** before it is added to the **Register**.



Click the **Suppliers Button** and then double click the **Pool Transmittal**.



## Database Users Guide

**NOTE:** Your **Member ID** will automatically fill in when any of the accessible transmittal forms open.

To add a new vendor to the Pool, select **ADDPPOOL** from the drop down list of the **Action** field.

<b>Action</b>	ADDPPOOL
Member ID	322
Supplier Name	
Division	
Address Line1	
Address Line2	

**NOTE:** A temporary default number of 32000 will show until the transmittal is sent.  
The actual **Allocation Number** will be created after the transmittal is processed.

<b>Action</b>	ADDPPOOL	<b>Alloc Number</b>	32000
Member ID	322	Auditor	
Supplier Name		Repair Station	
Division		Vendor Added By	
Address Line1		Zone	
Address Line2		Supplier ID	
City, St, Zip		Phone/Ext	
Country:		Fax	
		A449 OPSpec	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
		Contact Name	
Pool Transmittal Comments			
Move:			
Combine:			
Quality Cd	1A	A449 OPSpec	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
		ATA City	
		MMF No	
Xmit	322jf	Xmit Time	3:08:30

The **MMF No.** Field is no longer used.



## Database Users Guide

If your transmittal is for a Fuel vendor, you need to select **2A** for the **Quality Cd.**

The screenshot shows a web form titled "Pool Transmittal Comments". The form contains several fields and controls:

- Move:** A text input field.
- Combine:** A text input field.
- Quality Cd:** A dropdown menu with "2A" selected.
- A449 OPSpec:** A text input field containing "A449 OPSpec".
- Yes/No/N/A:** Radio buttons for "Yes", "No", and "N/A", with "N/A" selected.
- MMF No:** A text input field.
- Fuel Option:** Checkboxes for "FS" and "FA", both of which are currently unchecked.
- ATA City:** A text input field.
- Xmit Date:** A text input field containing "1/14/2010".
- Xmit Time:** A text input field containing "12:05:00".

Red arrows in the image point from the text above to the "Quality Cd" dropdown, the "FS" checkbox, and the "ATA City" input field.

Two more check boxes appear, **Fuel Option: FS** and **FA**.

**NOTE:** It is very important when doing transmittals for fuel vendors that the **ATA City** code for the airport where the service is provided be entered.

Complete the rest of the fields and when you are finished, close the form. The Transmittal will automatically be sent when the form is closed.



## Database Users Guide

If you need to change information for a vendor currently in the Pool, select **CHANGEPOOL** from the **Action** field, enter the **Allocation Number** of the vendor and hit the Enter key or click the drop down arrow and scroll till you find your vendor.

General - Pool Transmittal		Administration - Pool Transmittal	
<b>Action</b>	CHANGEPOOL	<b>Alloc Number</b>	5275
<b>Member ID</b>	322	<b>Repair Station</b>	YZ4R692M
<b>Auditor</b>		<b>Vendor Added By</b>	CAS
<b>Supplier Name</b>	KIDDE AEROSPACE	<b>Zone</b>	
<b>Division</b>	OF INDEPENDENCE L.L.C.	<b>Supplier ID</b>	WA120
<b>Address Line1</b>	4200 AIRPORT DRIVE, N.W.	<b>SE</b>	
<b>Address Line2</b>	P.O. BOX 684	<b>Phone/Ext</b>	252-237-7004
<b>City, St, Zip</b>	WILSON NC 27896	<b>Fax</b>	252-246-7185
<b>Country</b>	USA	<b>A449 OPSpec</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>Contact Name</b>	BARBARA HEDER		
<b>Pool Transmittal Comments</b>			
<b>Move:</b>			
<b>Combine:</b>			
<b>Quality Cd</b>	1A	<b>A449 OPSpec</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>MMF No</b>			
<b>ATA City</b>			
<b>Xmit Date</b>	1/11/2010	<b>Xmit Time</b>	3:32:46

Add a brief description of why the changes were made in the **Pool Transmittal Comments** field.

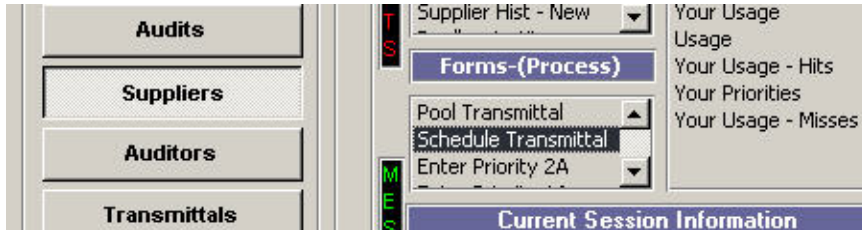
Change the information you want and close out the form. The Transmittal will automatically be sent when the form is closed.



## Database Users Guide

### B. Schedule Transmittals

If you need to do a Schedule Change or Reassign an audit to another air carrier, click the **Suppliers** button and then double click the **Schedule Transmittal**.



After the blank form opens, enter the **Allocation Number** here and hit the Enter key. The form will populate with the data for the vendor.

A screenshot of the 'CASE Application - Release - [SCHEDULE TRANSMITTAL]' window. The window title bar shows the application name and standard window controls. Below the title bar is a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar with various icons. The main form area is titled 'SCHEDULE TRANSMITTAL' and has two tabs: 'General - Schedule Archive' and 'Administration - Schedule Archive'. The 'General' tab is active. The form contains several input fields and buttons. A red arrow points to the 'Correct Alloc No.' field, which contains the value '5275'. Other fields include 'Member ID' (322), 'Auditor', 'Quality Code', 'Supplier Name', 'Division', 'Address Line1', 'City, St, Zip', 'Contact Name', 'Sched Member', 'Sched Date', 'Audit Action', 'Drug Test Plan', 'Repair St.', 'Vendor Added By', 'Zone', 'Supplier ID', 'Phone/Ext', and 'Fax'. There are also buttons for 'Wrong Alloc:', 'New Sched Member', and 'New Sched Date'. At the bottom, there are fields for 'Xmit Date' (1/11/2010), 'Xmit Time' (4:25:47), and a 'NUM' field. The status bar at the very bottom shows 'Form View' and some navigation icons.



## Database Users Guide

In this form, you can do a variety of transmittal types such as a [Rescheduleaudit](#), a [Deleteaudit](#), or a [Reassignaudit](#).

Member ID	322	Auditor		Correct Alloc No.	5275
Quality Code	1A	MMF No		Drug Test Plan	
Supplier Name	KIDDE AEROSPACE		Repair St.	YZ4R692M	
Division	OF INDEPENDENCE L.L.C.		Vendor Added By	CAS	Zone
Address Line1	4200 AIRPORT DRIVE, N.W.		Supplier ID	WA120	SE
City, St, Zip	WILSON	NC	27896	Phone/Ext	252-237-7004
Contact Name	BARBARA HEDER		Fax	252-246-7185	
Sched Member	120	Sched Date	02/09	Audit Action	UPAUD
Wrong Alloc:					
New Sched Member		Action			
New Sched Date					
Schedule Transmittal Comments					
Xmit Date	1/11/2010	322jf	Xmit Time	4:25:47	

Select the type of Transmittal you want to do from the drop down list of the [Action](#) field.

Action	
Sch	ADDAUDIT
	DELETEAUDIT
	MOVEAUDIT
	REASSIGNAUD
	RESCHEDULEA



## Database Users Guide

Ensure you select the correct **Action** code for what you want to do.

SCHEDULE TRANSMITTAL					
Member ID	322	Auditor		Correct Alloc No.	5275
Quality Code	1A	MMF No		Drug Test Plan	
Supplier Name	KIDDE AEROSPACE			Repair St.	YZ4R692M
Division	OF INDEPENDENCE L.L.C.			Vendor Added By	CAS Zone
Address Line1	4200 AIRPORT DRIVE, N.W.			Supplier ID	WA120 SE
City, St, Zip	WILSON	NC	27896	Phone/Ext	252-237-7004
Contact Name	BARBARA HEDER			Fax	252-246-7185
Sched Member	120	Sched Date	02/09	Audit Action	UPAUD
Wrong Alloc:					
New Sched Member		Action			
New Sched Date					
Schedule Transmittal Comments					
Xmit Date	1/11/2010	322jf		Xmit Time	4:25:47

If you are rescheduling an audit, ensure you only enter the Month and Year in the **New Schedule Date** field. Example: **02/10**

Add a brief description of why the changes were made in the **Schedule Transmittal Comments** field.

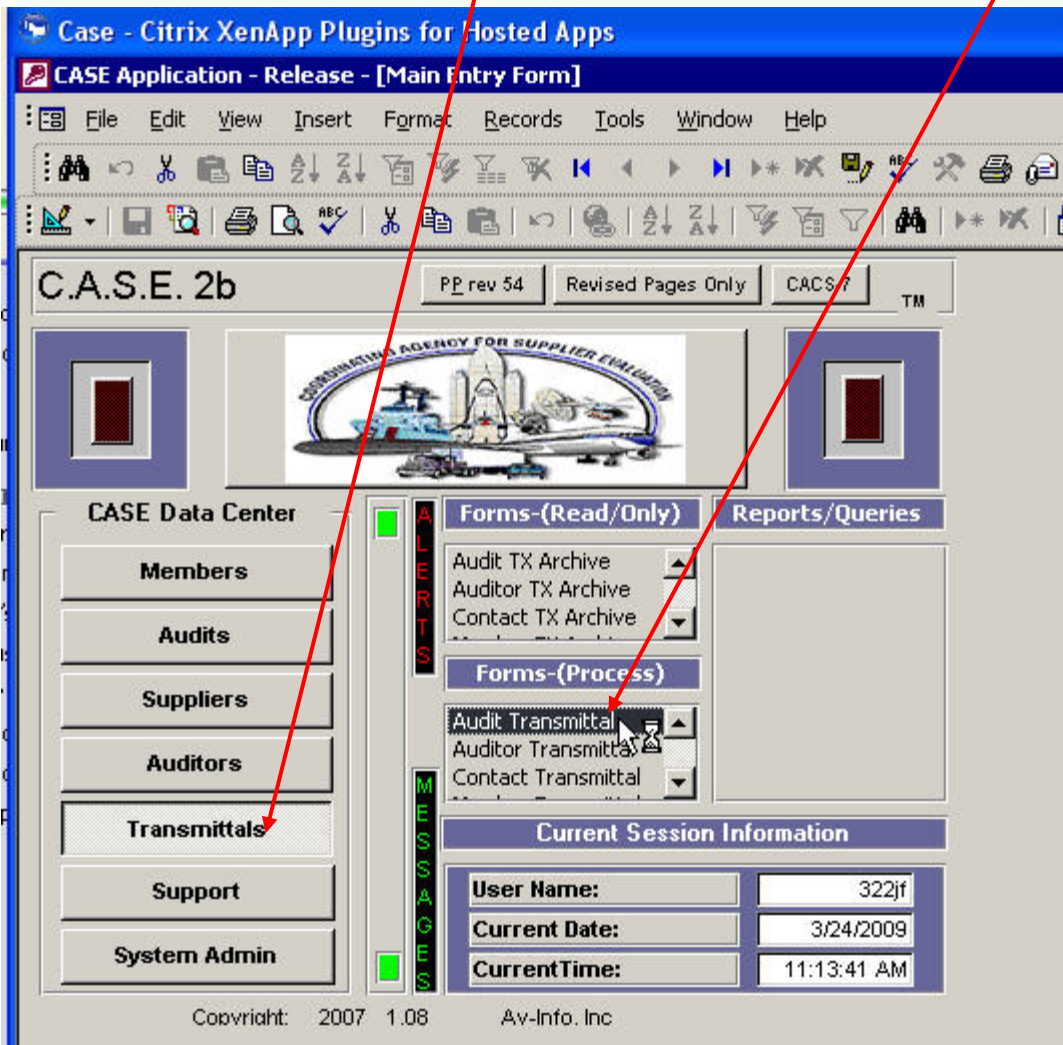
**NOTE:** Always complete both the **New Sched Member** and **New Sched Date** fields, even if no change has been made to either one of them.



## Database Users Guide

### C: Audit transmittals

To do an **Audit Transmittal**, click the **Transmittals** button and double click **Audit Transmittal**.





## Database Users Guide

First either enter the vendor's Allocation Number In the **Alloc No.** field and hit Enter or click the drop down arrow and scroll till you find your vendor.

Print Your Transmittal **AUDIT TRANSMITTALS**

General - Audit Transmittals Administration - Audit Transmittals

Member ID: 322 Action: [Dropdown] Alloc No. [Dropdown] Submit

Audit Date: [Text] Auditor: [Text]

Supplier Name: [Text]

Division: [Text]

Address Line1: [Text]

Address Line2: [Text]

City, St, Zip: [Text] [Dropdown] [Text]

Country: [Text]

Contact Name: [Text]

Repair Station: [Text] ATA City: [Text]

A449 OPSpec:  Yes  No  N/A Web Site: [Text]

EASA Cert.: [Text] Supplier ID: [Text]

Audit Transmittal Comments: [Text Area]

Xmit Date: 3/24/2009 322jf Xmit Time: 11:15:14

Zone	Alloc No.	Vendor Name
2	06/09	SHORT BROTHERS PLC
4	01/09	C & D ZODIAC
5	03/00	GULFSTREAM AEROSPACE
6	89TH MILITARY AIRLIFT W	
7	02/05	A A R ENGINE COMPONENT
8	08/04	AAR POWER SERVICES
9	08/08	AAR LANDING GEAR SERVI
10	07/08	AAR DISTRIBUTION D/B/A



## Database Users Guide

When the form opens, fill in the **Audit Date** field.

Print Your Transmittal **AUDIT TRANSMITTALS**

General - Audit Transmittals Administration - Audit Transmittals

Member ID	322	Action	DELVEN	Alloc No.	3312	Submit
Audit Date	3/21/2008	Auditor	322-JF	Zone	Nw	Ext.
Supplier Name	ALLFLIGHT CORPORATION					
Division						
Address Line1	22425 72ND AVE. SOUTH					
Address Line2						
City, St, Zip	KENT	WA	98032			
Country	USA					
Contact Name	RANDY ELVROM					
Repair Station	PK3R654Y	ATA City				
A449 OPSpec	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		Web Site			
EASA Cert.	145.5287	Supplier ID	BB741			

Audit Transmittal Comments

Exit Date: 3/24/2008 11:28:18



## Database Users Guide

Select action code such as UPAUD from the **Action** field drop down list. See the P&P for definitions and usage.

Print Your Transmittal **AUDIT TRANSMITTALS**

General - Audit Transmittals Administration - Audit Transmittals

Member ID	322	Action	ADDVENDOR	Alloc No.	3312	Submit
Audit Date		Auditor	DELCA		NW	Ext.
Supplier Name	ALLFLIGHT CORPORATION		DELVEN		253-437-0582	
Division			NOACT		253-437-0586	
Address Line1	22425 72ND AVE. SOUTH		PENDCA		Randye@allflight.com	
Address Line2			SYSDEL			
City, St, Zip	KENT WA 98032		UPAUD			
Country	USA			Quality Code	1A	Process Code
Contact Name	RANDY ELVROM					
Repair Station	PK3R654Y	ATA City				
A449 OPSpec	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Web Site				

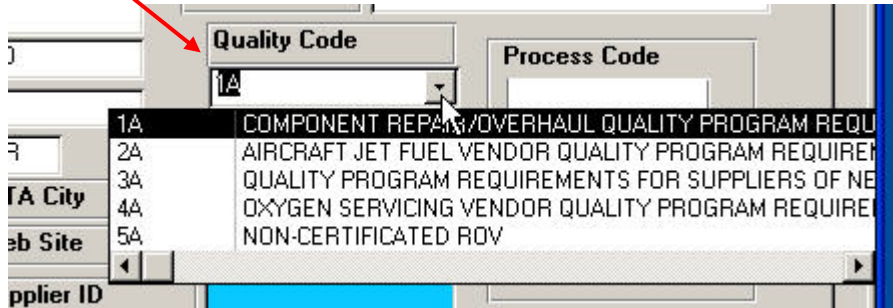
**NOTE:** **SYSDEL** is only used by the General Manager or the Database Chair.

If the vendor has an A449 Operation Specification or FAA Letter of Registration for an approved Anti-Drug and Alcohol Program, ensure you check the **Yes** button.

Repair Station	MU1Z335K	ATA City	
A449 OPSpec	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Web Site	
EASA Cert.		Supplier ID	
<b>Audit Transmittal Comments</b>			

## Database Users Guide

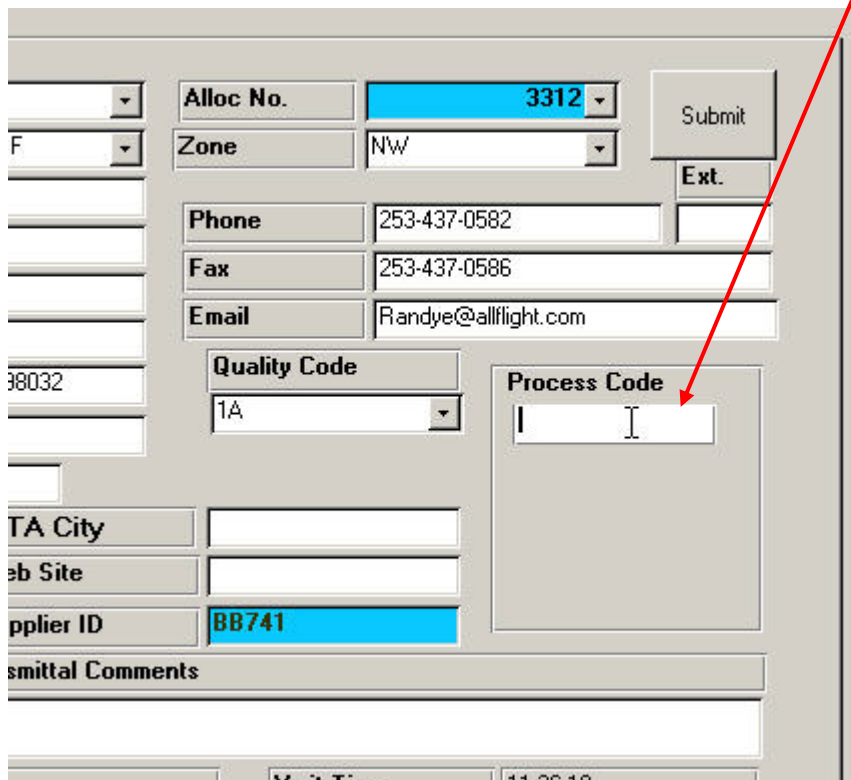
Verify the **Quality Code** is correct for the type of transmittal you are doing. The default is 1A.



A screenshot of a software interface showing a dropdown menu for the 'Quality Code' field. The menu is open, displaying a list of options. A red arrow points from the text above to the 'Quality Code' field. The 'Quality Code' field currently contains '1A'. The 'Process Code' field is also visible but empty.

Quality Code	Description
1A	COMPONENT REPAIR/OVERHAUL QUALITY PROGRAM REQUIREMENTS
2A	AIRCRAFT JET FUEL VENDOR QUALITY PROGRAM REQUIREMENTS
3A	QUALITY PROGRAM REQUIREMENTS FOR SUPPLIERS OF NE
4A	OXYGEN SERVICING VENDOR QUALITY PROGRAM REQUIREMENTS
5A	NON-CERTIFICATED ROV

To enter the process codes for the vendor, double click in the **Process Code** field to open the list of processes.



A screenshot of a software interface showing a form for entering vendor information. The 'Quality Code' field is set to '1A'. The 'Process Code' field is empty and has a red arrow pointing to it from the text above. Other fields include 'Alloc No.' (3312), 'Zone' (NW), 'Phone' (253-437-0582), 'Fax' (253-437-0586), 'Email' (Randye@allflight.com), and 'Supplier ID' (BB741). A 'Submit' button is visible.

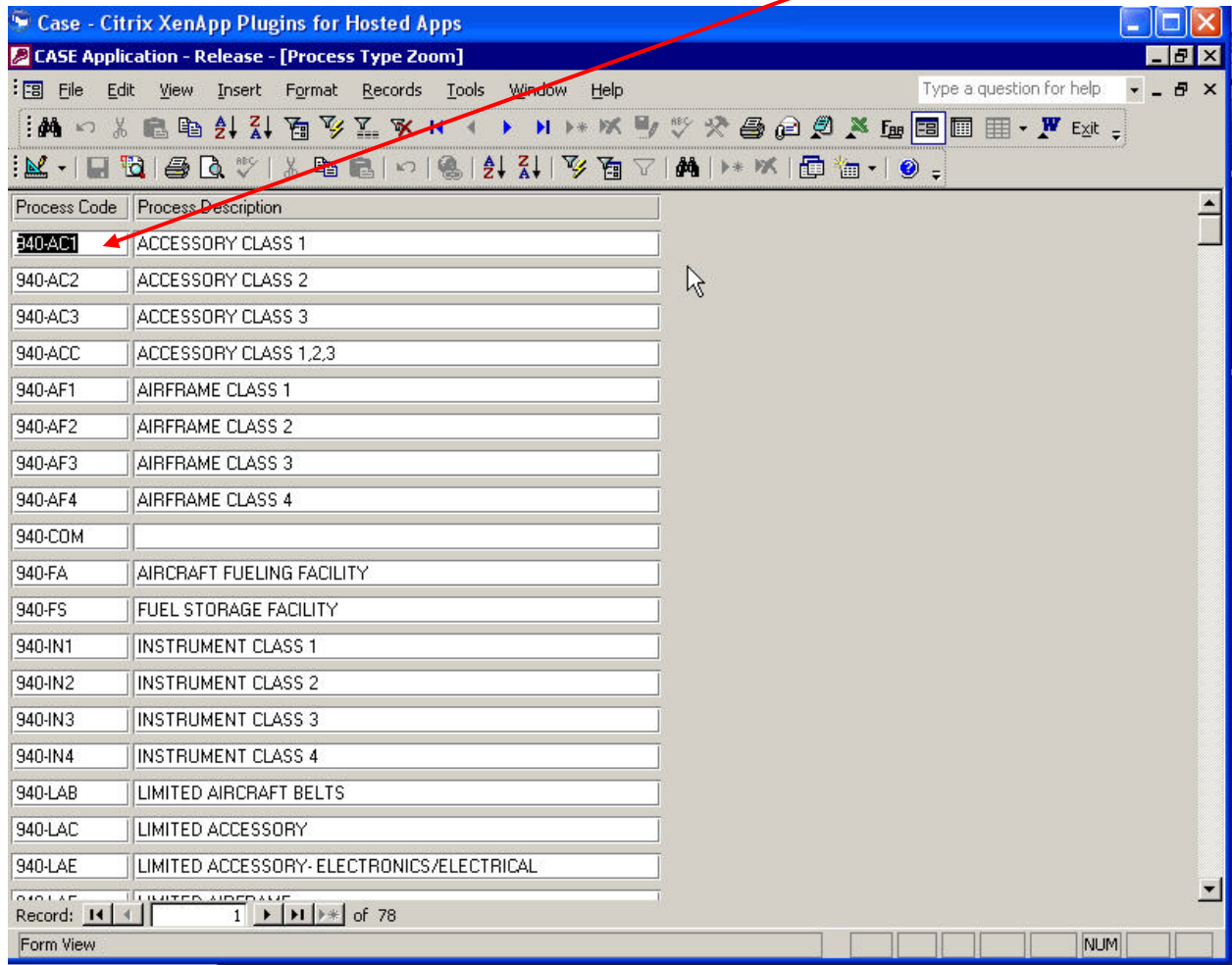
Field	Value
Alloc No.	3312
Zone	NW
Phone	253-437-0582
Fax	253-437-0586
Email	Randye@allflight.com
Quality Code	1A
Process Code	
Supplier ID	BB741

**NOTE:** You MUST complete the **Audit Date**, **Action**, and **Auditor** fields before selecting any process codes.



## Database Users Guide

The list of processes opens. To select a process, double click it in the **Process Code** field.





## Database Users Guide

Now the code you selected is showing in the **Process Code** field.

To add another process code, double click in the **Blank** field below the newly added one and continue as before.



## Database Users Guide

Select the **Zone** in which the vendor is located from the drop down list.

Print Your Transmittal **AUDIT TRANSMITTALS**

General - Audit Transmittals Administration - Audit Transmittals

Member ID: 322 Action: NOACT Alloc No.: 3312 Submit

Audit Date: 3/21/2009 Auditor: 322-JF Zone: NW

Supplier Name: ALLFLIGHT CORPORATION

Division:

Address Line1: 22425 72ND AVE. SOUTH

Address Line2:

City, St, Zip: KENT WA 98032

Country: USA

Contact Name: RANDY ELVROM

Repair Station: PK3R654Y ATA City:

A449 OPSpec: Yes No N/A Web Site:

EASA Cert.: 145.5287 Supplier ID: BB741

Audit Transmittal Comments:

Xmit Date: 3/24/2009 322jf Xmit Time: 11:26:18

Form View

When you are finished, either click the **Submit** button or close out the form. Either way will send the transmittal.



## Database Users Guide

If you are submitting a transmittal for a **2A Fuel Vendor**, the form adds two check boxes when the **Quality Code** is changed to 2A. These are **FS** and **FA**.

Print Your Transmittal

**AUDIT TRANSMITTALS**

General - Audit Transmittals Administration - Audit Transmittals

Member ID: 322 Action: [ ] Alloc No.: [ ] Submit

Audit Date: [ ] Auditor: [ ] Zone: [ ] Ext. [ ]

Supplier Name: [ ] Phone: [ ]

Division: [ ] Fax: [ ]

Address Line1: [ ] Email: [ ]

Address Line2: [ ]

City, St, Zip: [ ] [ ] [ ]

Country: [ ]

Contact Name: [ ]

Repair Station: [ ] ATA City: [ ]

A449 OPSpec:  Yes  No  N/A Web Site: [ ]

EASA Cert.: [ ] Supplier ID: [ ]

Quality Code: 2A

FS  FA

Process Code: [ ]

**FS and FA check boxes.**

Audit Transmittal Comments

Xmit Date: 1/12/2010 322jf Xmit Time: 12:54:00

Form View

When submitting a 2A transmittal, ensure you enter the **ATA City** Code.

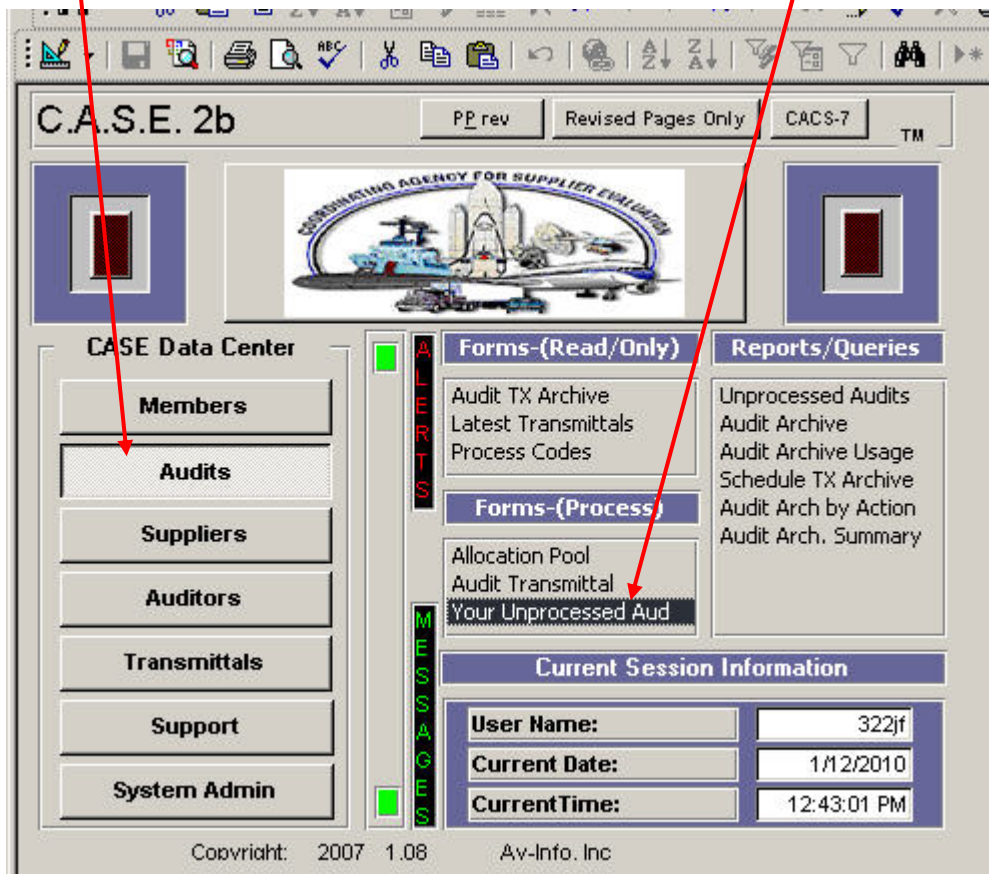


## Database Users Guide

### D: Viewing your Unprocessed Transmittals

After your transmittal has been sent, you can review it and make any corrections.

Click the **Audits** button and then double click **Your Unprocessed Audits**.





## Database Users Guide

This is a view of an unprocessed audit.

**CASE Application - Release - [Your Unprocessed Audit Transmittals]**

File Edit View Insert Format Records Tools Window Help

Type a question for help

**YOUR UNPROCESSED AUDIT TRANSMITTALS**

General - Audit Transmittals Administration - Audit Transmittals

Member ID	322	Action	UPAUD	Alloc No.	322	Submit	
Audit Date	1/3/2010	Auditor	322JF	Zone	SOAM		
Supplier Name	AEROVIAS NACIONALES DE COLOMBIA SA					Ext.	
Division	MU1Z335K	Phone					
Address Line1	AVIANCA- S.A.					FAX	571-413-9560
Address Line2	ELDORADO INTERNATIONAL AIRPORT					Email	
City, St, Zip	BOGOTA						
Country	CO	2A Fuel Info		Process Code			
Contact Name	LOMBANA- EDUARDO, LIAISON OFFICER			940-AC1			
Repair Station	MU1Z335K	Web Site	<input type="checkbox"/> FS <input type="checkbox"/> FA				
Drug Test Plan		Supplier ID					
JAA Certificate		Quality Code	1A				

**Audit Transmittal Comments**

Xmit Date: 1/11/2010 322jf Xmit Time: 5:45:38

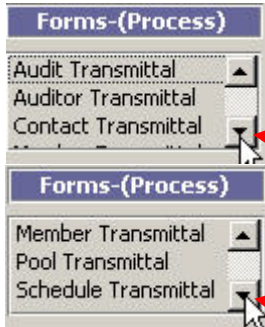
Form View

If you need to make any changes, you can do so here. Once you close out of the form, the changes will be saved.



## Database Users Guide

Below is the list of **all process** transmittal types available.



You have to click on the arrows of the scroll bars to see all the available forms.

Below is the list of **all Read Only** forms where you can view information.

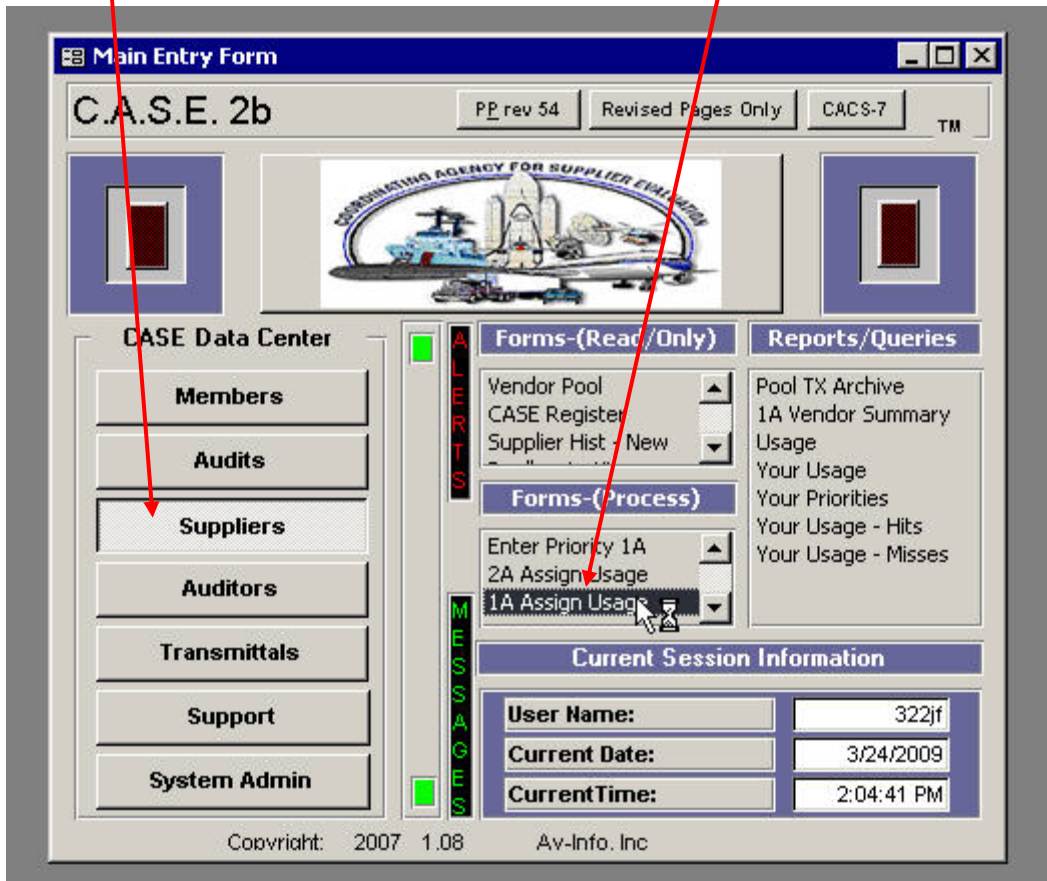




## Database Users Guide

### 8. KEEPING VENDOR USAGE CURRENT

Click the **Suppliers** button and double click **1A Assign Usage**.





## Database Users Guide

Below is the Usage Update form.

You can limit the list by letter by clicking the **Search Letter** drop down arrow and choosing the letter you want.

Supplier Name	Supplier Division	Supplier City	Allocation	Repair Station	Quality Code
B & J METALS	SUN VALLEY, CA BY JBY	SUN VALLEY	1023		
B A E AVIATION INCORPORATED	IX3R595L	TUCSON	1025	IX3R595L	1A
B A E CORPORATION	UM3R898L	LOS ANGELES	1026	UM3R898L	1A
B AND B AVIONICS	JN5R968M	INDIANAPOLIS	1027	JN5R968M	1A
B AND B SVC	FK2R823K	EL PASO	1028	FK2R823K	1A
B AND E AVIATION INCORPORATE	PG4R439M	LANCASTER	1029	PG4R439M	1A

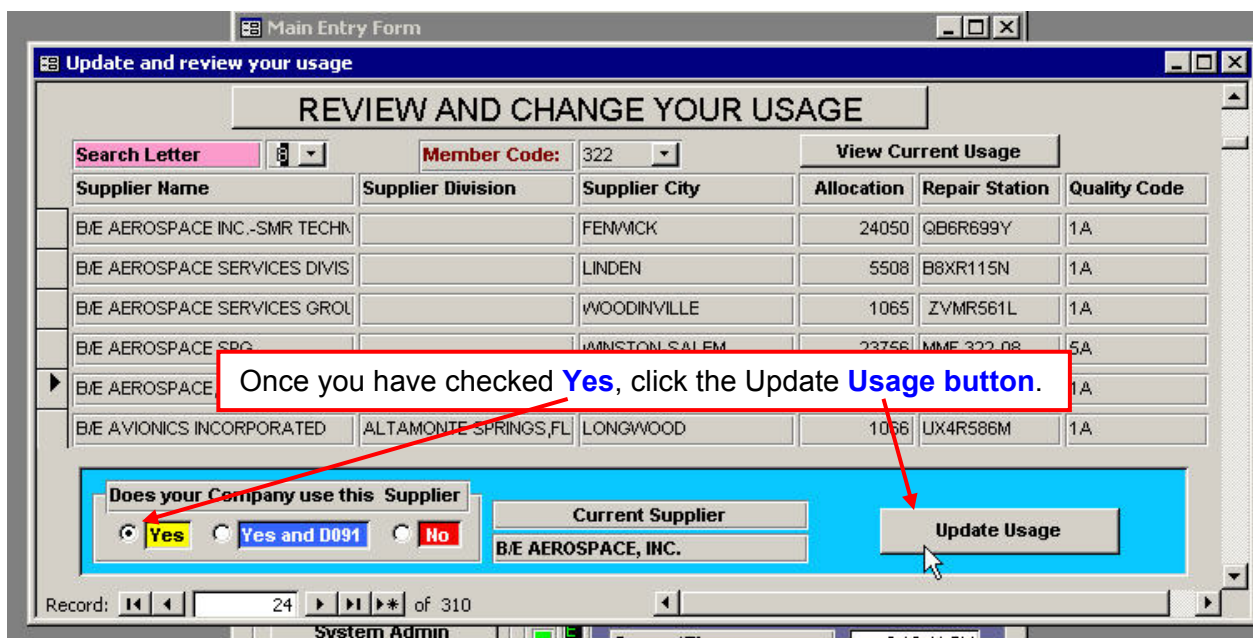
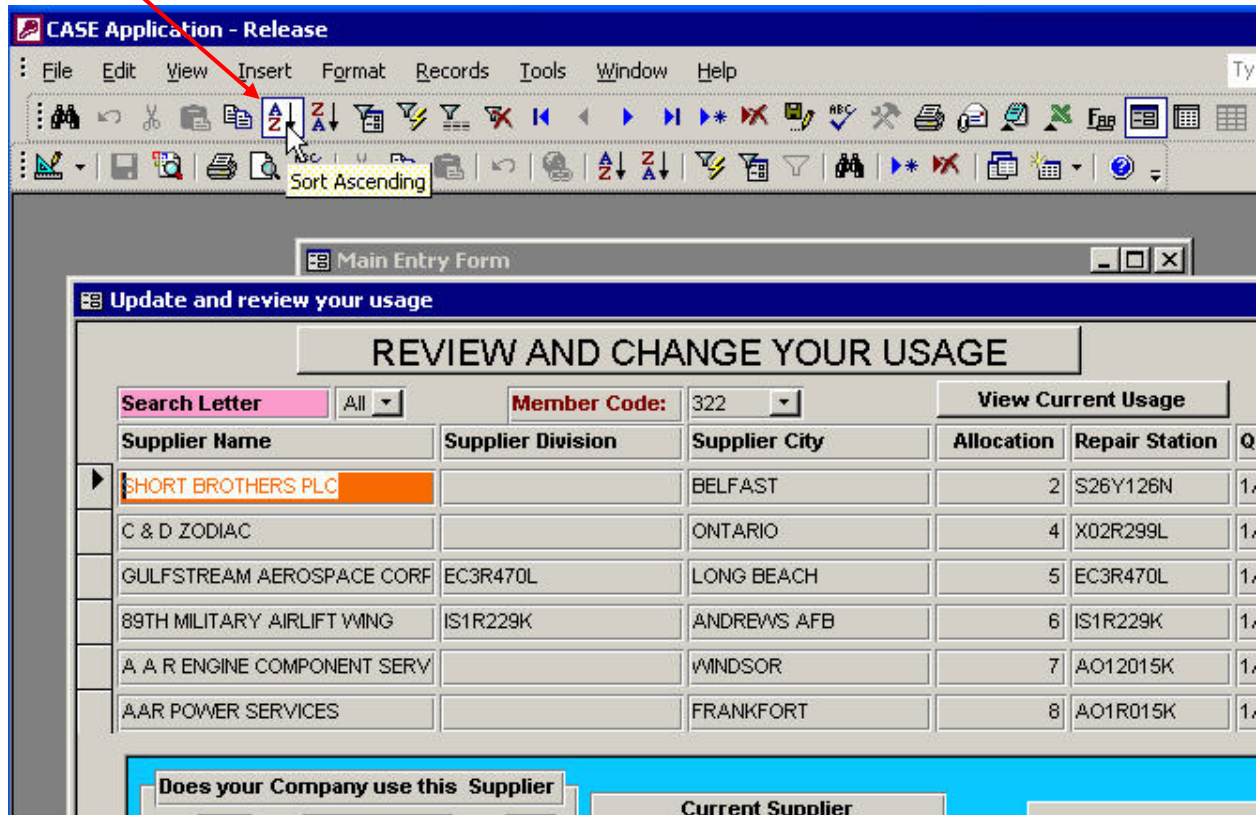
Here is where you select your usage. The **No** button is default. If you are using the vendor, check the **Yes** Button.

If the vendor is performing Essential Maintenance, check the **Yes and D091** button.

When you select a vendor, its name appears in the **Current Supplier** box.

## Database Users Guide

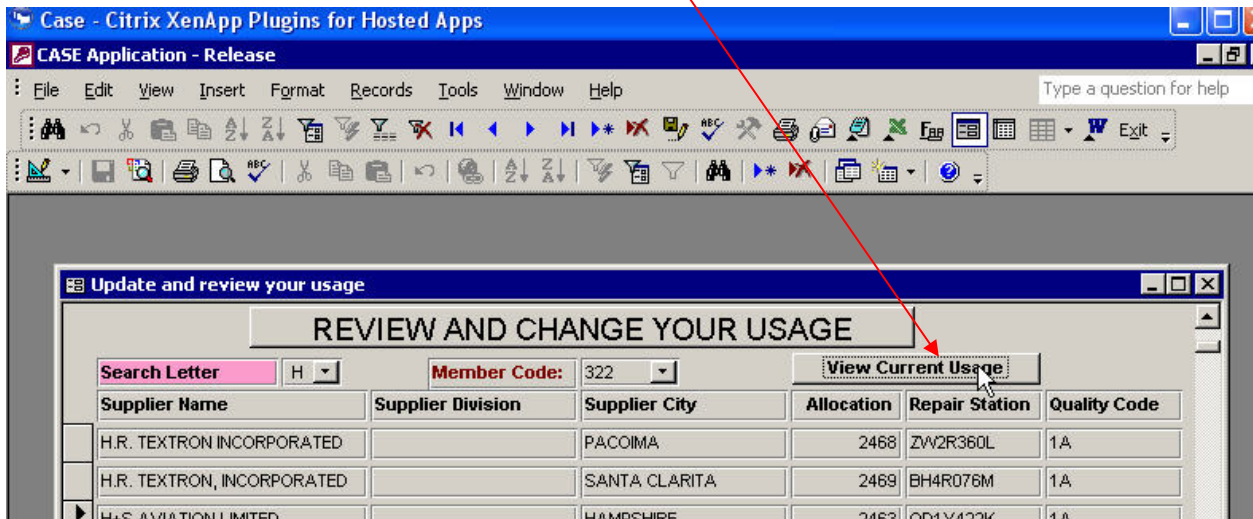
You can also sort the vendor names by clicking in **Supplier Name** field and then clicking the **Sort Ascending** button.



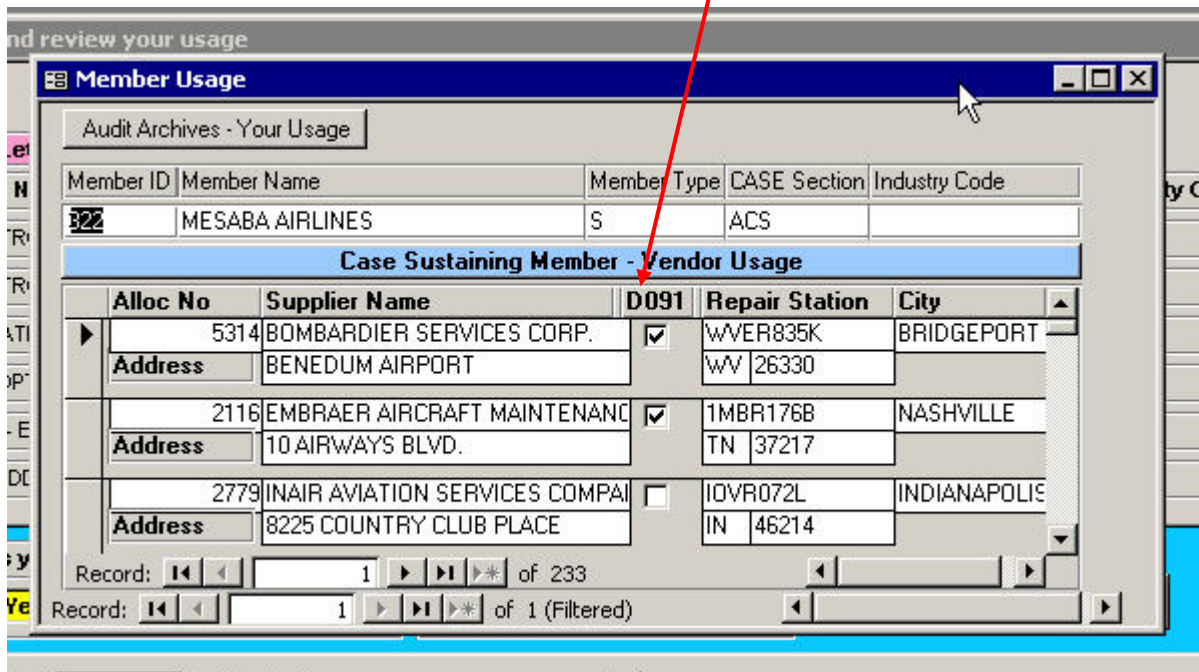


## Database Users Guide

After you have checked the usage for all your vendors, you can view all the vendors that your airline is using by clicking on the **View Current Usage** button.



Below is the list of vendors Mesaba has checked for usage. You can also see which ones are performing (Essential) Substantial Maintenance via the **D091**.





## Database Users Guide

### 9. VIEWING YOUR ALLOCATED AUDITS

To view a list of the audits you have been allocated for the current year, click the **Members** button then scroll down in the Forms-(Read/Only) section till you see **Performance** and double click it.

C.A.S.E. 2b

PP rev Revised Pages Only CACSA TM

CASE Data Center

Members

Audits

Suppliers

Auditors

Transmittals

Support

System Admin

Forms-(Read/Only)

Contact TX Archive

Performance

Full CASE Perf.

Forms-(Process)

Member Transmittal

Contact Transmittal

Member Email

Reports/Queries

Member Summary

Member TX Report

Member Listing

Member Phone List

Current Session Information

User Name: 322jf

Current Date: 1/13/2010

CurrentTime: 11:34:51 AM

Copyright: 2007 1.08 Av-Info, Inc

Scroll down to view the Performance selection.



## Database Users Guide

This form lists the vendors you have been allocated for the current year.

Member ID	Member Name	Type	Section	Industry Code
322	MESABA AIRLINES	S	ACS	

Case Sustaining Member - Performance Summary							
Supplier Name	Cd	Alloc	Sched Date	Late	Action Code	Due?	Perform Date
AAR DISTRIBUTION D/B/A	1A	10	07/10	N	NEW-10	N	07/08
BASF CATALYSTS, LLC	1A	5787	10/10	N	NEW-10	N	10/08
HONEYWELL INTERNATIONAL, INC.	1A	657	08/10	N	NEW-10	N	08/08
BALL AEROSPACE AND TECHNOLO	1A	1075	12/10	N	NEW-10	N	12/08
H & L ACCESSORY, INC.	1A	2458	05/10	N	NEW-10	N	06/08
MARS AIRCRAFT RADIO SERVICE C	1A	3329	06/10	N	NEW-10	N	05/08

Record: 1 of 13

You can see the total **number** of vendors here and can scroll down to view all of them [here](#).

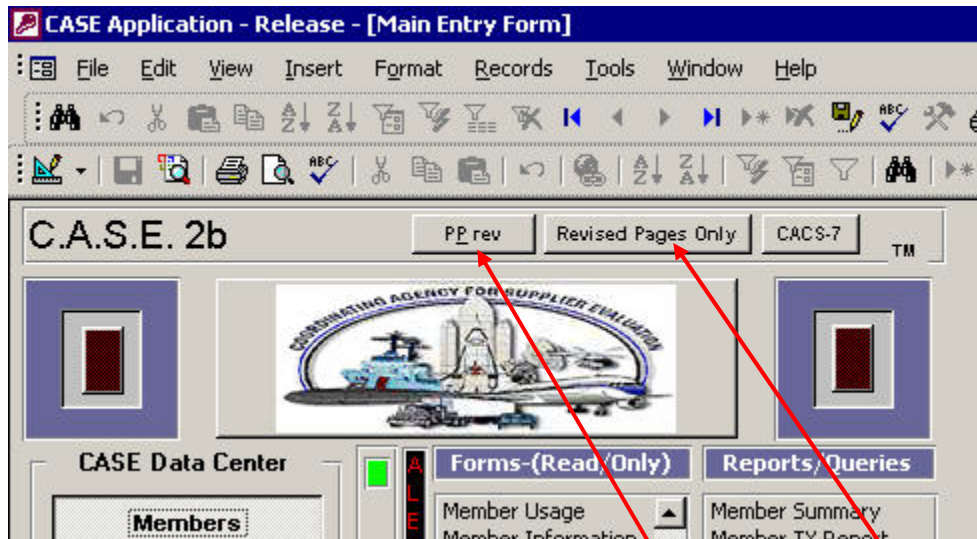
**NOTE:** Since the allocation is released prior to the end of the year, you may still have a few showing from your current year's allocation if they have not been completed yet.



## Database Users Guide

### 10. VIEWING AND DOWNLOADING DOCUMENTS

You can view the P&P and the CACS-7 form by clicking the applicable button.



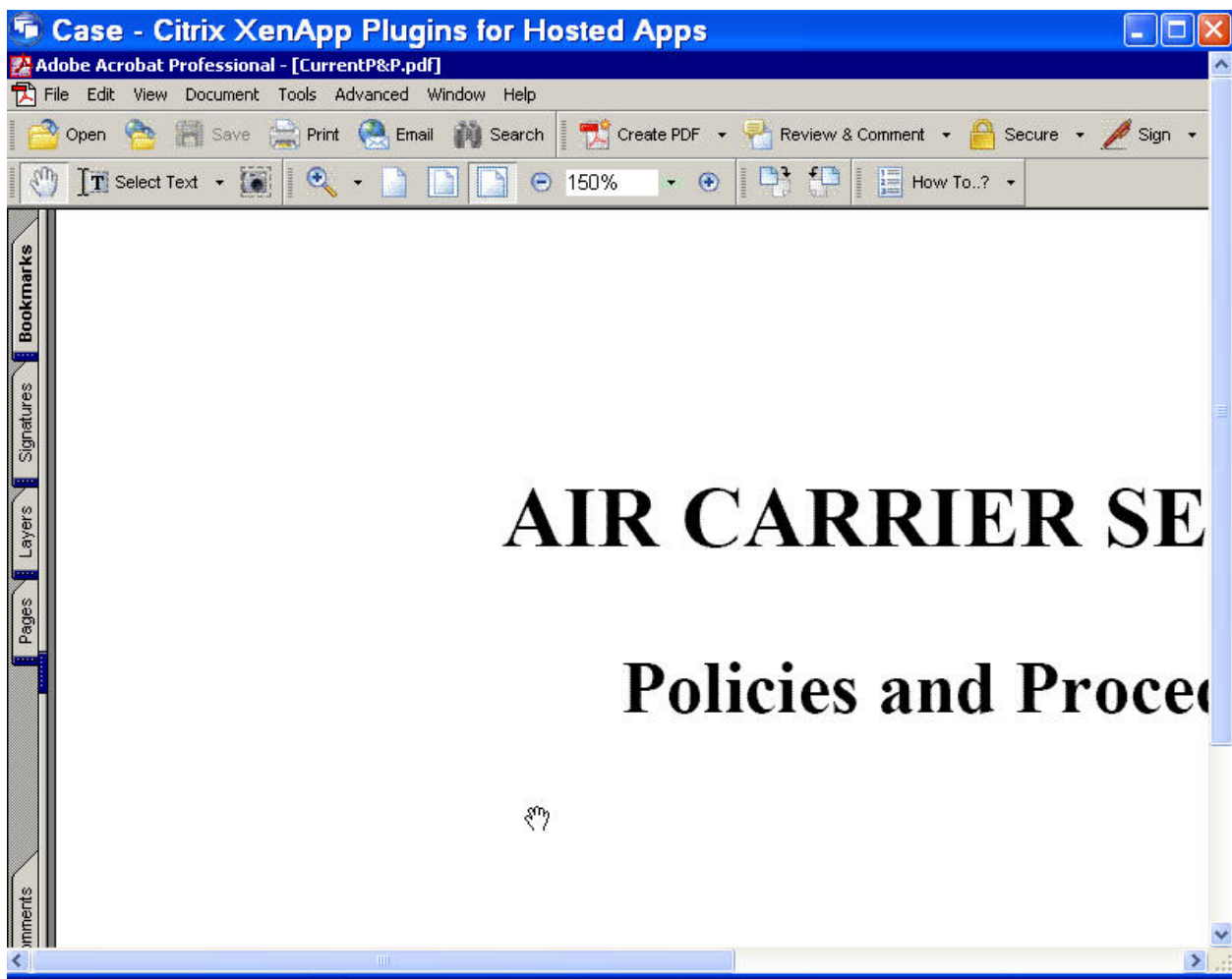
NOTE: If you want the **complete P&P** make sure you click the **PP Rev** not **Revised Pages Only**! The text is small so look carefully.



## Database Users Guide

Once the document opens, you can read it online, print it, or save it to your computer as described earlier on page 26 of this guide.

**NOTE:** You may need to have your IT department set your computer up with access for saving files to your computer. If you follow the steps below and receive an “Access Denied” error message, you will have to get access. The C.A.S.E. Database Systems Administrator (DSA) can also help you work through this issue.



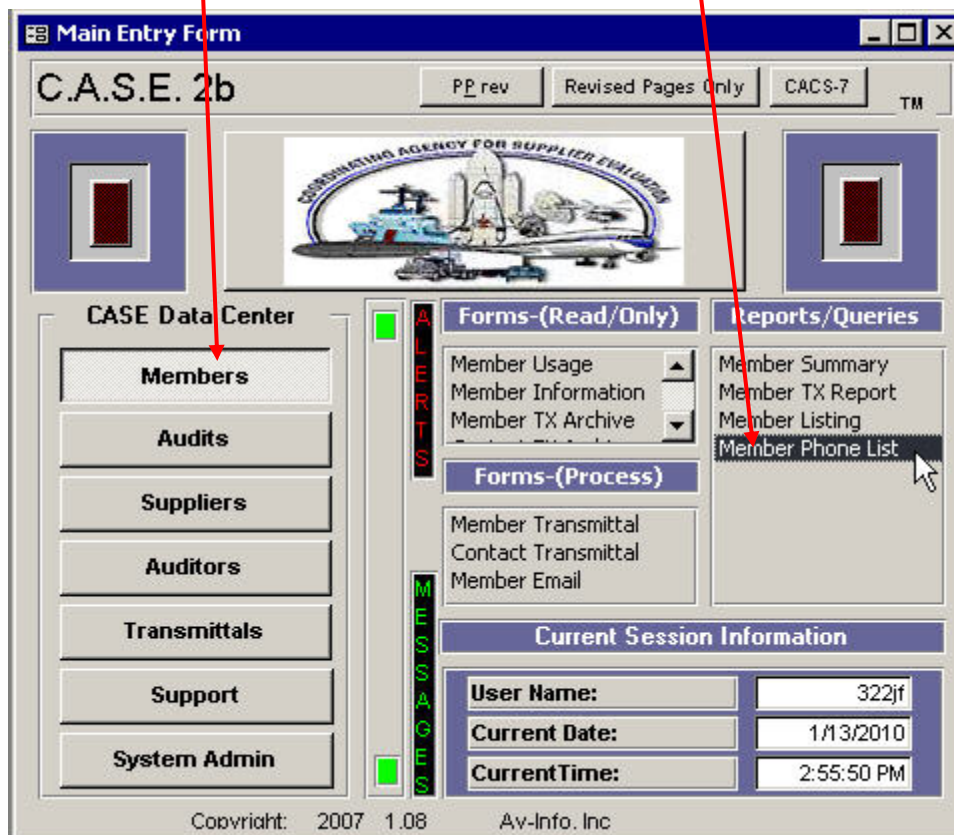


## Database Users Guide

### 11. VIEWING AND PRINTING REPORTS / QUERIES

To view a report, follow the steps below. These steps will work for any of the reports in the database. We will use the Member Phone List as an example.

Click on the **Members** button and then double click **Member Phone List** in the Reports / Queries box.



**NOTE:** At the present time you are unable to save reports to your computer.



## Database Users Guide

Here is the report query window. Leave the **S** in the Type of Member field if you just want to view phone numbers of the Sustaining Members.

Seq	Description	Default
1	Type of Member:	S
2	Enter Section:	*
3	Enter Zone:	*

Destination Printer

View / Print Report      Close

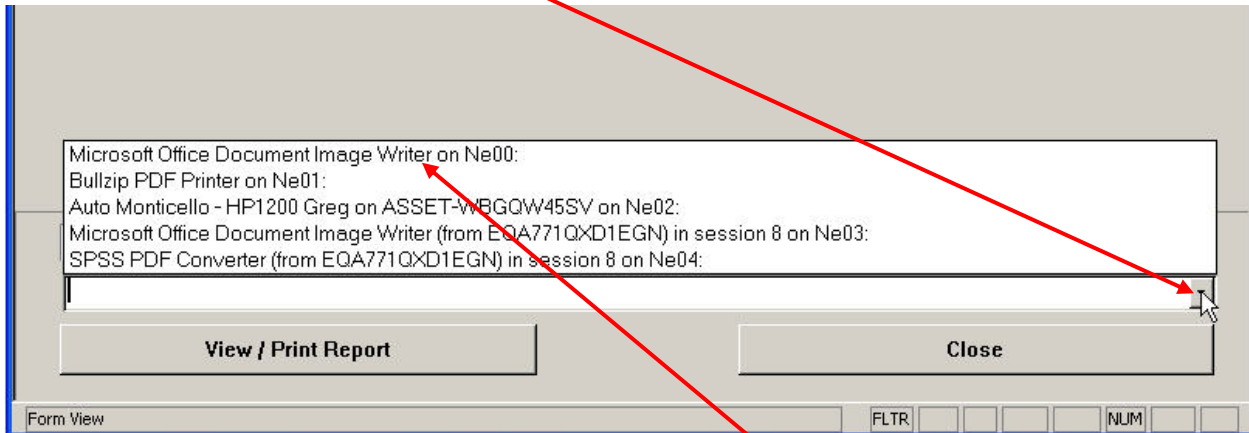
Form View      FLTR      NUM

Before you can view the report you have to choose a printer. This isn't necessarily the printer you use in the office.

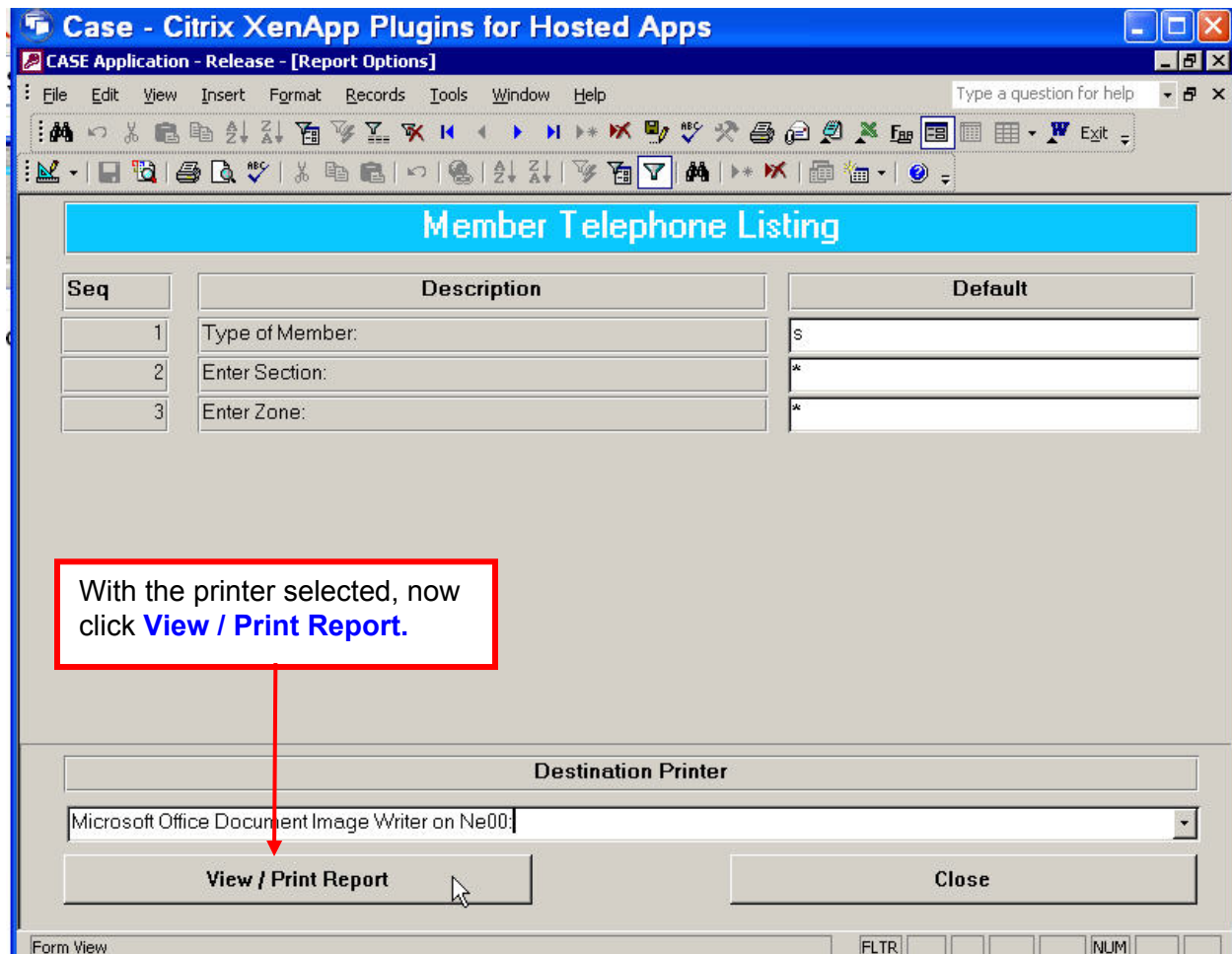


## Database Users Guide

First click the arrow for the **Destination Printer** to display the list available printers.



Choose the **Microsoft Office Document Image Writer on Ne00** by clicking it once.



# C.A.S.E. INCORPORATED

## Database Users Guide

Below is the report showing all the member contacts and phone numbers. You can increase the **view size** by clicking and selecting a larger number.

The screenshot displays the 'CASE Application - Release - [C.A.S.E. - Telephone / Email Listing]' window. The main content is a report titled 'CASE Member Telephone List' which is a multi-column table listing member contacts and phone numbers. A red arrow points to the 'Fit' button in the software's toolbar. Below the report, a page navigation bar shows 'Page: 1' with left and right arrows, and a 'Ready' status bar with a 'NUM' button.

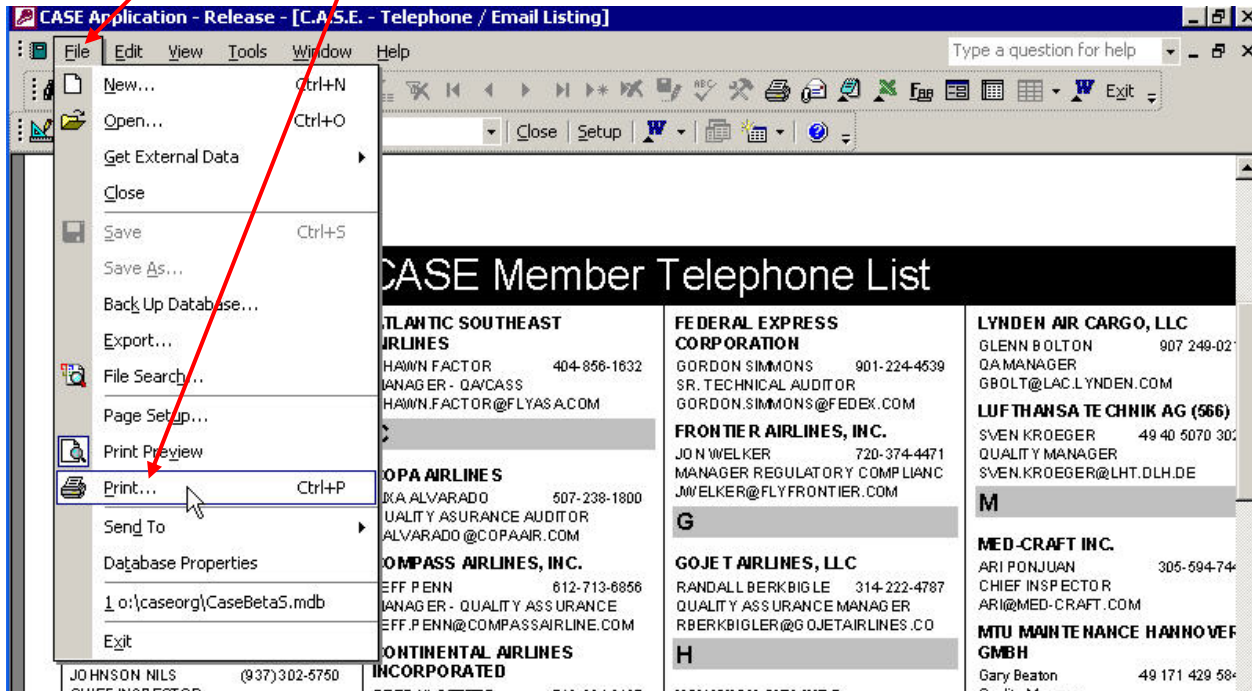
Use these two **arrows** to go back and forth through the pages.

See the next page for printing.

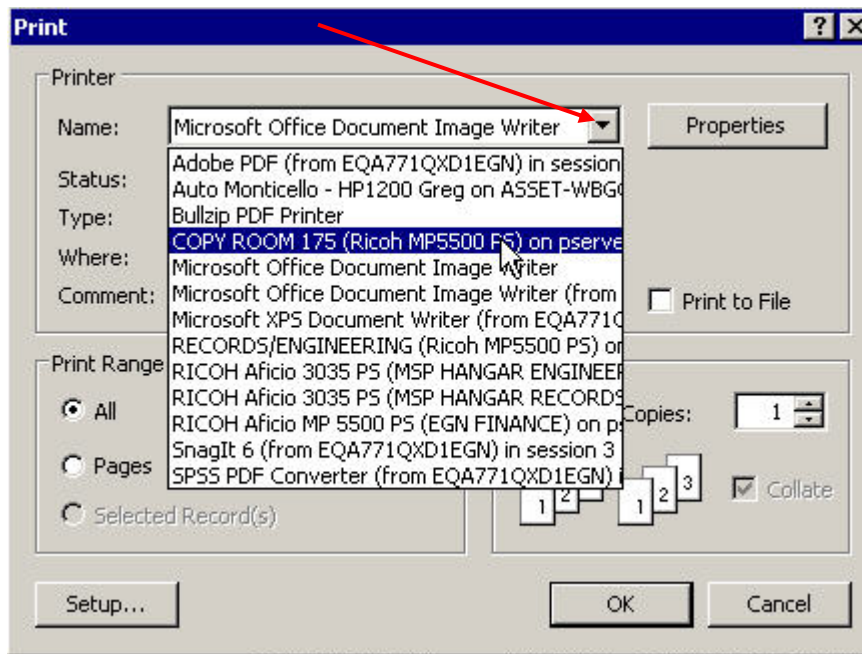


## Database Users Guide

First click **File** and then **Print...**



When the print dialog box opens, identify and select the printer in your office, then click OK to print.





## Database Users Guide

If you are printing any one of the member specific reports such as Your Usage – Hits, or Your Priorities, ensure your **Member Code** is in the Member Code Field as it usually defaults to another carrier's code.

**Report Options**

### Your Usage Hits Report

Seq	Description	Default
1	Enter Your Member Code:	322

Destination Printer

Microsoft Office Document Image Writer on Ne00: [v]

**View / Print Report**      **Close**

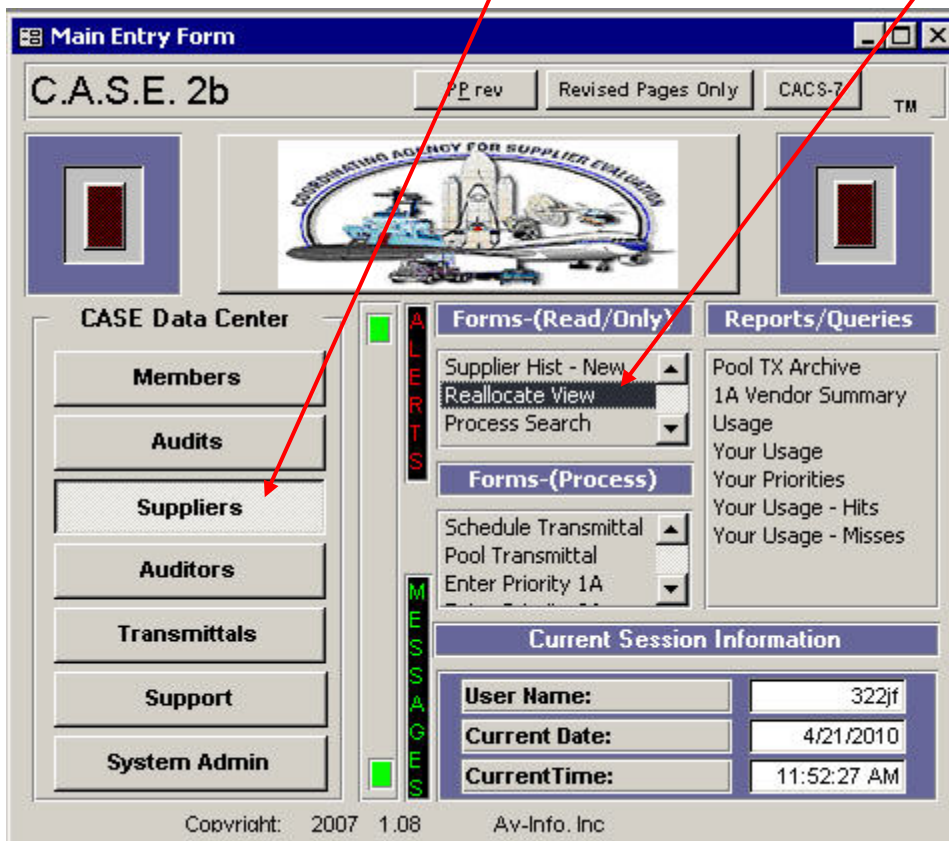


## Database Users Guide

### 12. Viewing Suppliers Requiring Reallocation (Orphan Audits)

Orphan allocated audits may come from a variety of reasons, such as a Sustaining member's status being downgraded to Associate or closing operations. These allocated audits must be picked up by the remaining membership.

To view the current Orphan Audits, click [Suppliers](#) and then double click [Reallocate View](#).





## Database Users Guide

Suppliers Requiring Reallocation form view.

**Supplier Requiring Reallocation**

Audit Type	Supplier ID	Review Audit Archives	Review Pool Archives	<b>Allocation Number</b>		
566	BB426	Review Schedule Archive		442		
<b>Quality Cd</b>	MMF No	Drug/AMPP Plan No	Repair Station	JAA Cert No	Vendor Added By	
1A			XBU2722K	DE.145.0005	CAS	
Supplier Name / Division		Address Line 1 / Line 2		Zone	City, State, Postal Code	
AIRBUS DEUTSCHLAND GMBH		KREETSLAG 10		EUSC	D-21129 HAMBURG	
					ZZ	
Contact Name	DIETER MUELLER			Supplier Country	GERMANY	
Supplier Phone	+49 40 7437 2588	Supplier Fax	+49 40 7436 2069	E-Mail	dieter.mueller@airbus.com	
<b>Supplier Comments</b>						
Last Entry Date	Scheduled Date	Audit Performed	Scheduled Member	Action Code	<b>CASE Register</b>	
6/27/2008	07/10	N	579	NEW-10	<input checked="" type="checkbox"/>	
Code	Member Name	D091	Process	Audit Date	Member	Standard
053	DELTA AIR LINES	<input type="checkbox"/>	940-LAC	7/10/2003	630	1A
056	FEDERAL EXPRESS CORPORATION	<input type="checkbox"/>	940-LAF	7/10/2003	630	1A
058	USAIRWAYS, INC.	<input type="checkbox"/>	940-LND	7/10/2003	630	1A
385	K L M ROYAL DUTCH AIRLINES	<input type="checkbox"/>	940-LRO	7/10/2003	630	1A
			940-LAC	10/26/2004	630	1A
Record:	1			Record:	1 of 1	

Consecutive suppliers can be viewed by scrolling your mouse wheel or clicking the **Datasheet View** button.

**CASE Application - Release - [Supplier Requiring Reallocation]**

File Edit View Insert Format Records Tools Window Help

Type a question for help

Datasheet View

Audit Type	Supplier ID	Review Audit Archives	Review Pool Archives	<b>Allocation Number</b>	
566	BB426	Review Schedule Archive		442	
<b>Quality Cd</b>	MMF No	Drug/AMPP Plan No	Repair Station	JAA Cert No	Vendor Added By
1A			XBU2722K	DE.145.0005	CAS
Supplier Name / Division		Address Line 1 / Line 2		Zone	City, State, Postal Code



## Database Users Guide

Datasheet View of the Suppliers Requiring Reallocation. There are currently **9** suppliers.

Supplier Requiring Reallocation												
	Audi	Suppli	Venc	Action	Repair St	Alloca	Qual	MMF N	Drug/AMPP	Plan	JAA	Supplier Name / D
+	566	BB426	CAS	NEW-1	XBU2722	442	1A				DE.1	AIRBUS DEUTSCH
+	630	SE22		NEW-1	DI5Y806	4463	1A				EAS	THALES AVIONIC
+	058	A1081	010	NEW-1	XP9Y806	5536	1A				FR.1	AIR PRECISION S
+	566	BB24		NEW-1	B2WY697	5549	1A				DE.1	DIEHL AEROSPA
+	010	BB74	053	NEW-1	F2GY854	5622	1A				DE.1	FAG AEROSPACE
+	579	BB95	056	NEW-1	Q6EY992	24022	1A				FR.1	EADS REVIMA AP
+	630		623	NEW-1	L5HY347	24097	1A				FR.1	L'HOTELLIER
+	579	BB83	623	NEW-1	VKQY93	24101	1A				FR.1	SKF AEROSPACE
+	579	BB67	623	NEW-1	L7FY895	24112	1A				FR14	GOODRICH ACTU

To change back to the Form View, click the **Form View** button.

The screenshot shows the 'CASE Application - Release - [Supplier Requiring Reallocation]' window. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons, and the 'Form View' button is highlighted with a red arrow. Below the toolbar is a rich text editor with 'Audit Type' set to 'Arial' and font size '10'. The main data table is expanded to show address information for each supplier.

	Audi	Suppli	Venc	Action	Repair St	Alloca	Qual	MMF N	Drug/AM	JAA	Supplier Name / Division	Address Line 1 / Line 2
+	566	BB426	CAS	NEW-1	XBU2722	442	1A			DE.1	AIRBUS DEUTSCHLAND	KREETSLAG 10
+	630	SE22		NEW-1	DI5Y806	4463	1A			EAS	THALES AVIONICS S.A.	RUE MARCEL DASSAULT
+	058	A1081	010	NEW-1	XP9Y806	5536	1A			FR.1	AIR PRECISION S.A.	B.P. 36-5
+	566	BB24		NEW-1	B2WY697	5549	1A			DE.1	DIEHL AEROSPACE GM	AN DER SANDELMUHLE 13
+	010	BB74	053	NEW-1	F2GY854	5622	1A			DE.1	FAG AEROSPACE GMBI	GEORG SCHAFER STRASSE 30
+	579	BB95	056	NEW-1	Q6EY992	24022	1A			FR.1	EADS REVIMA APU	1, AVENUE DU LATHAM 47
+	630		623	NEW-1	L5HY347	24097	1A			FR.1	L'HOTELLIER	4 RUE HENRI POINCARE
+	579	BB83	623	NEW-1	VKQY93	24101	1A			FR.1	SKF AEROSPACE FRAN	1, AVENUE MARC SEGUIN BP.
+	579	BB67	623	NEW-1	L7FY895	24112	1A			FR14	GOODRICH ACTUATION	13 AVENUE DE L'EGUILLETTE



## Database Users Guide

Should you wish to take one of these audits, highlight and copy the **Allocation Number** and then complete a Schedule Transmittal as described in section B on page 43.

The screenshot shows a software interface with a toolbar at the top and a form below. The form contains the following fields and values:

Audit Type	Supplier ID	Review Audit Archives	Review Pool Archives	<b>Allocation Number</b>		
566	BB426	Review Schedule Archive		442		
<b>Quality Cd</b>	MMF No	Drug/AMPP Plan No	Repair Station	JAA Cert No	Vendor Added By	
1A			XBU2722K	DE.145.0005	CAS	
Supplier Name / Division		Address Line 1 / Line 2		Zone	City, State, Postal Code	
AIRBUS DEUTSCHLAND GMBH		KREETSLAG 10		EUSC	D-21129 HAMBURG	
				ZZ		
Contact Name	DIETER MUELLER			Supplier Country	GERMANY	
Supplier Phone	+49 40 7437 2588	Supplier Fax	+49 40 7436 2069	E-Mail dieter.mueller@airbus.com		
<b>Supplier Comments</b>						
Last Entry Date	Scheduled Date	Audit Performed	Scheduled Member	Action Code	CASE Register	
6/27/2008	07/10	N	579	NEW-10	<input checked="" type="checkbox"/>	
Code	Member Name	D091	Process	Audit Date	Member	Standard
053	DELTA AIR LINES	<input type="checkbox"/>	940-LAC	7/10/2003	630	1A
056	FEDERAL EXPRESS CORPORATION	<input type="checkbox"/>	940-LAF	7/10/2003	630	1A
058	US AIRWAYS INC	<input type="checkbox"/>	940-LND	7/10/2003	630	1A



## Database Users Guide

**END DOCUMENT**