SMS by NGS

NEXTGENSYSTEMS LLC

User Manual

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User Manual

MAY 2019 - APP VERSION 1.1.3+

Introduction

This app was created to create a mobile SMS solution. It is available on iOS devices with iOS version 11+

Devices

The app requires iOS 11 or newer. Each user can login with one device. If you sign into a new device, the other will be logged out next time you open the app.

If you would like the user to be able to use multiple devices you will need to create an additional user for each device.

Offline

Once the user has synced and downloaded forms assigned to them, they can use the app offline. The only requirement is that the app must "Phone Home" once every 7 days or the user will be locked out until they connect to the internet. This is to prevent filled out forms accumulating on the user's phone and not in the hands of the company.
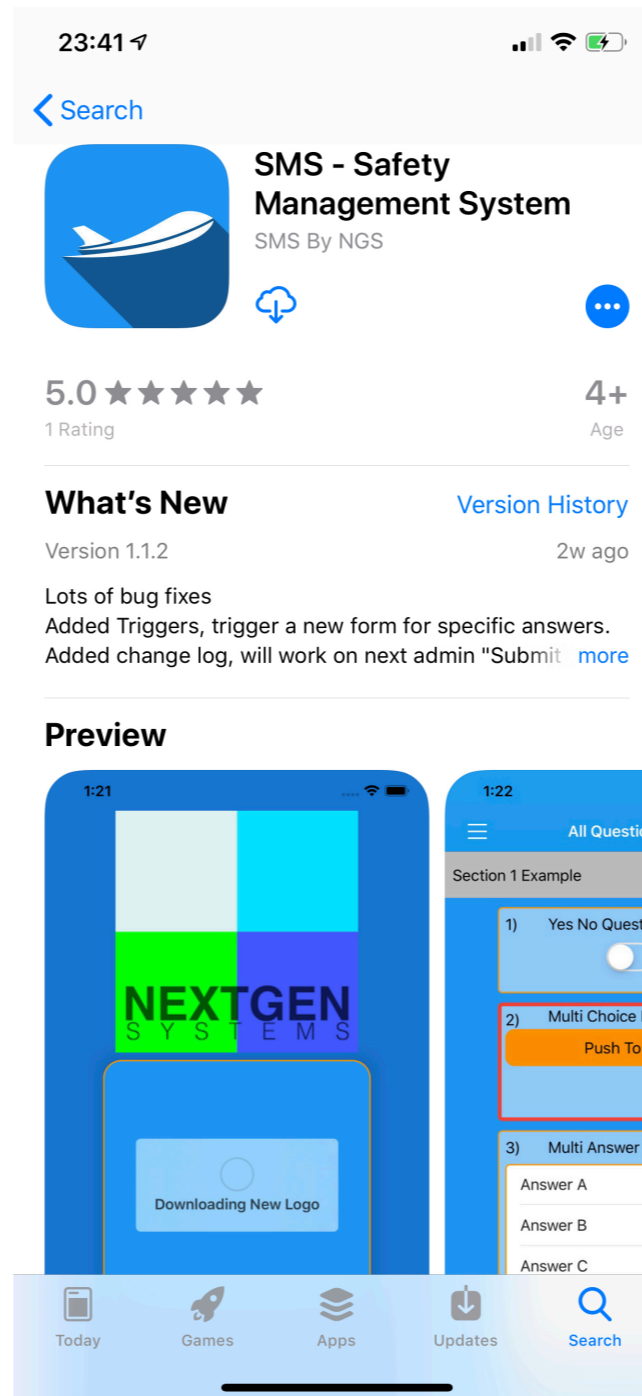
Tiers

During the Demo period you are limited to 10 total users on your account. Visit our website for pricing on different tiers. www.Nextgen-systems.com
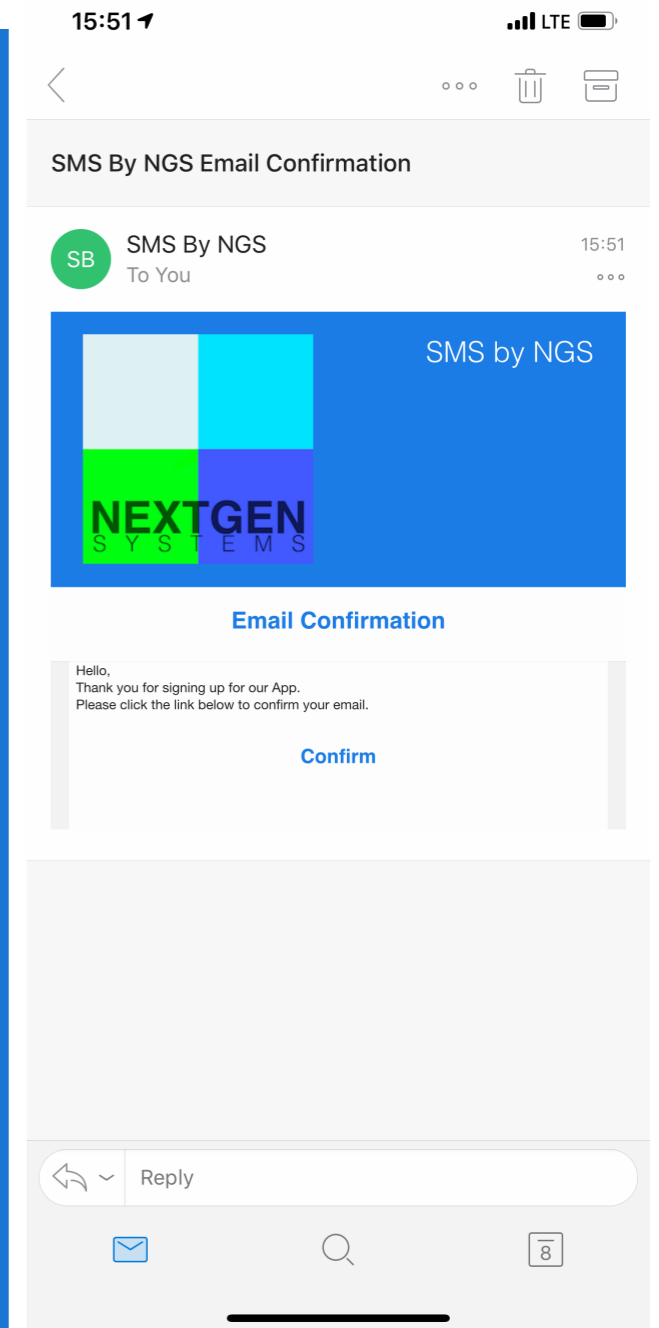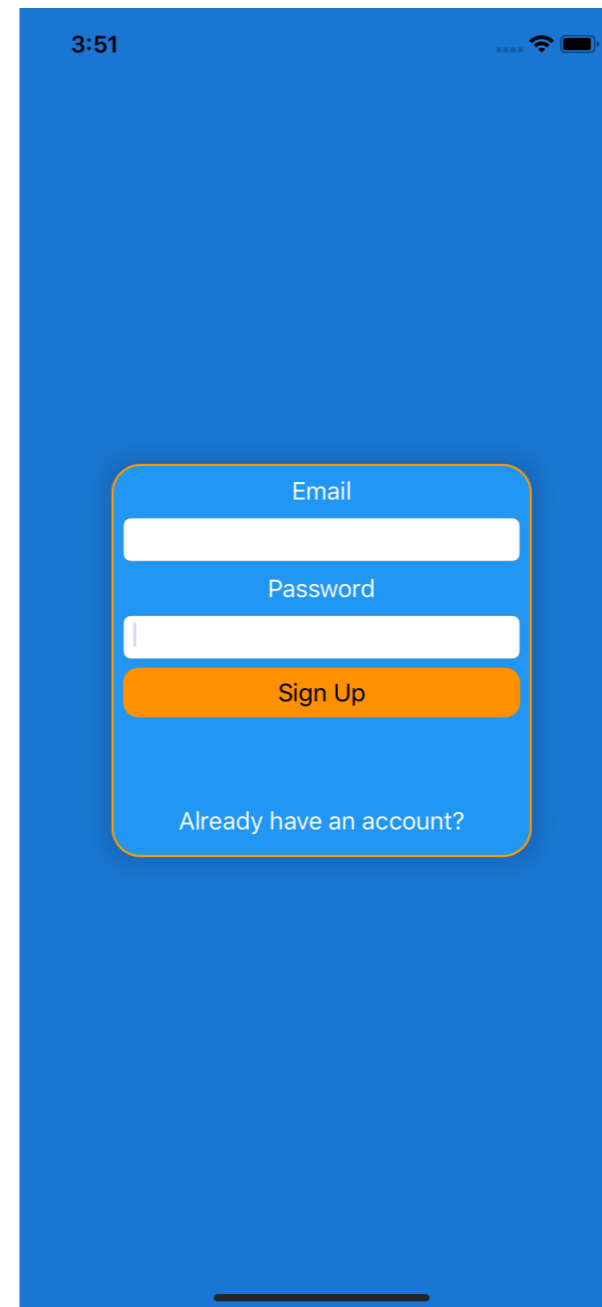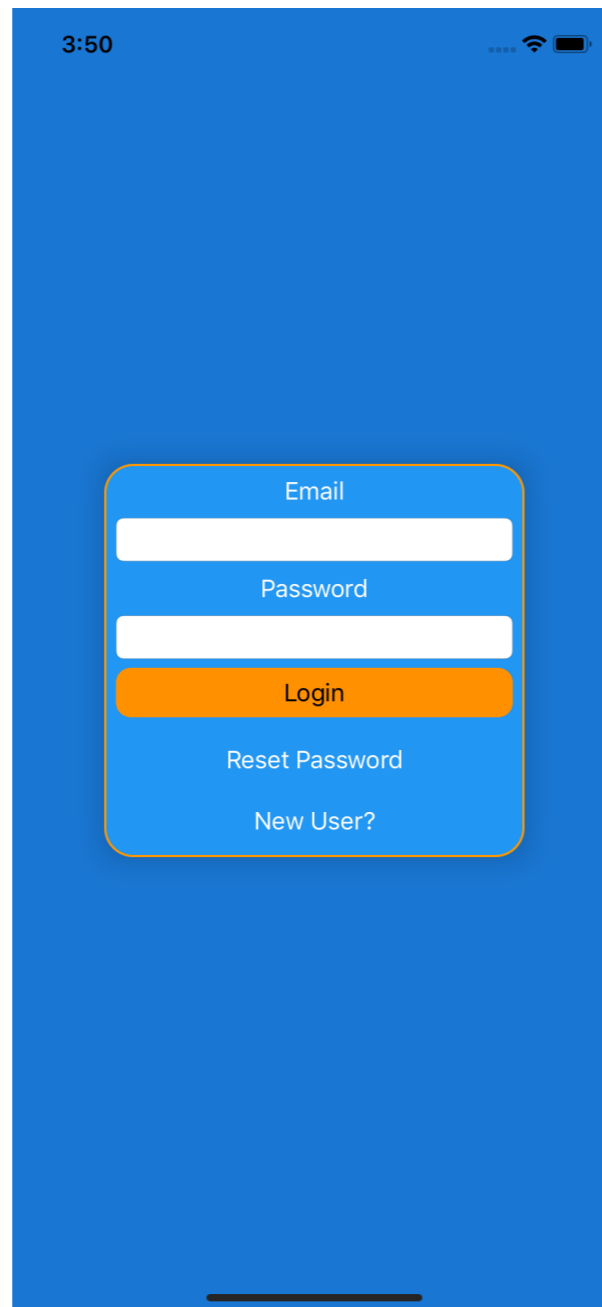
Installation

The app is downloaded from the App Store

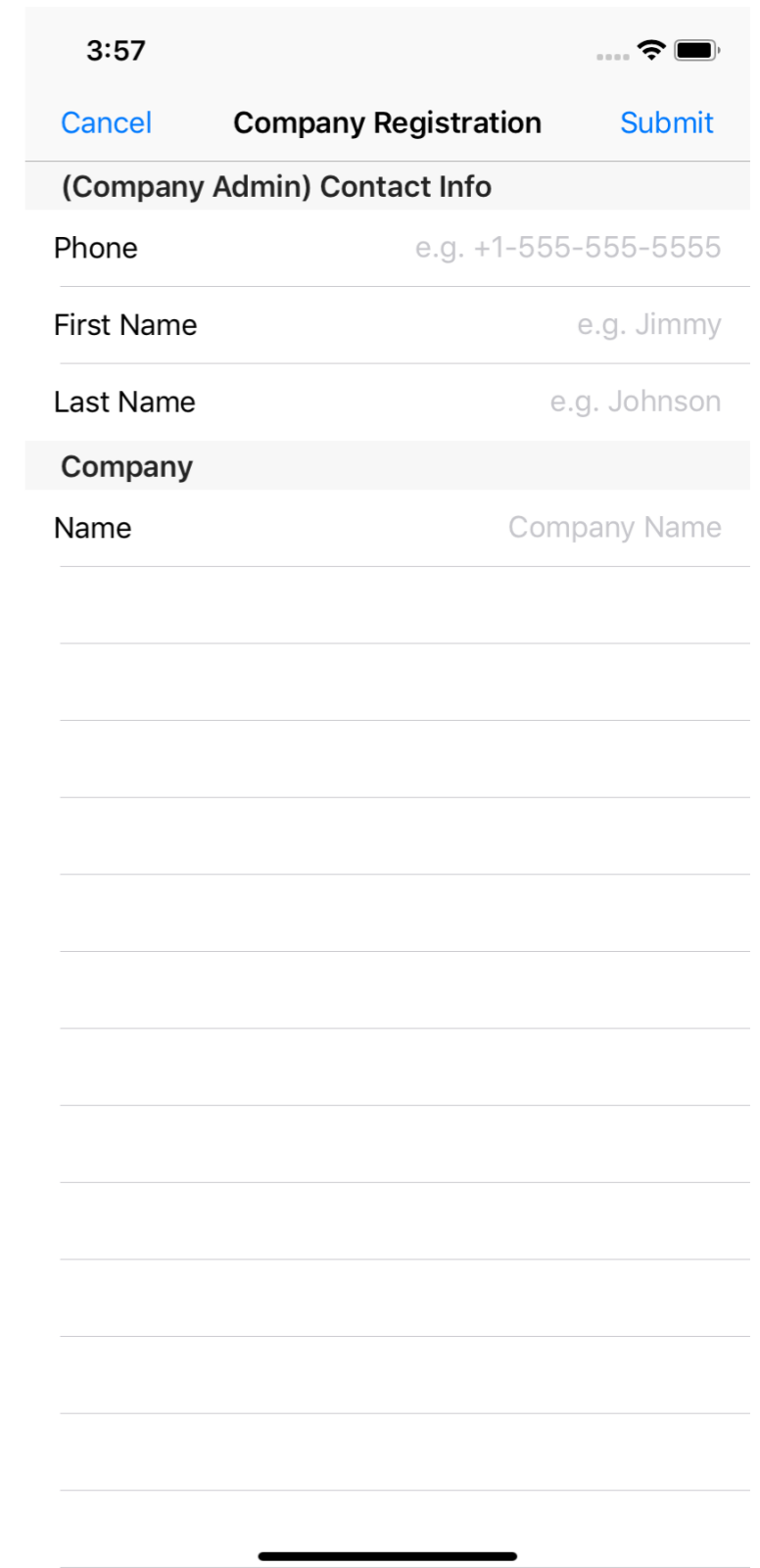Download Link

Login and Sign up

This is the login and sign up screens. You as the user sign up to use the app. Your company does not create an account for you. After signing up you need to check your email for the email confirmation email, check your spam folder if its missing.

Activation and Demo Screen

Your SMS administer will provide you with your activation code. If when they entered your email address when they created your account, you will receive an email with your activation code. If you you are part of the Safety department and would like to try the app out, click "No Account? Demo Setup" to create an account. You will have full access for 10 people for 10 days.

The information you provide will only be used to contact the company for license payments.

3:56

Activation Code

Verify

No Account? Demo Setup

3:57

Cancel   **Company Registration**   Submit

(Company Admin) Contact Info

Phone   e.g. +1-555-555-5555

First Name   e.g. Jimmy

Last Name   e.g. Johnson

Company

Name   Company Name
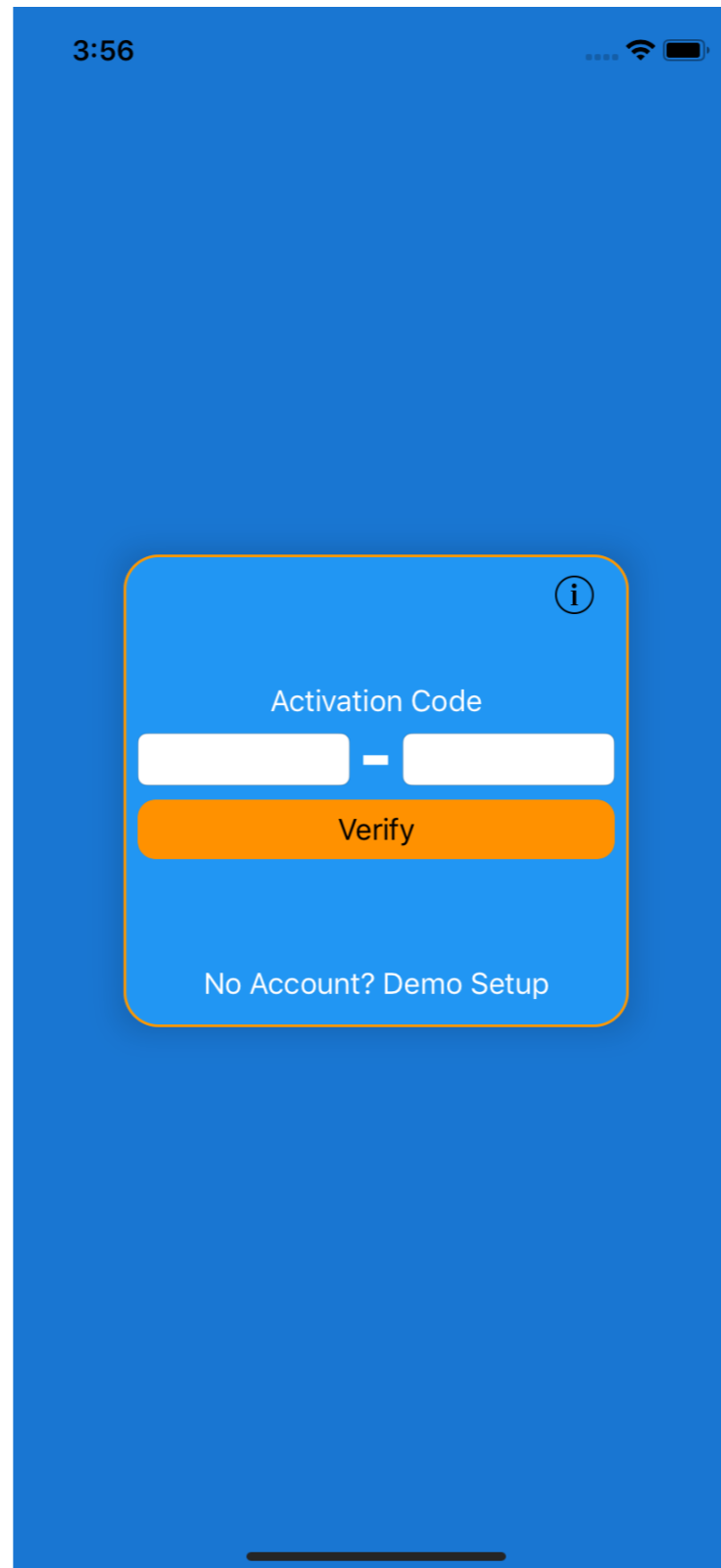
Sync Screen

This screen downloads new data if available and resets your sync required date. The app requires to connect to the internet every 10 days to check for changes.

Messages for NGS will also appear on this screen.
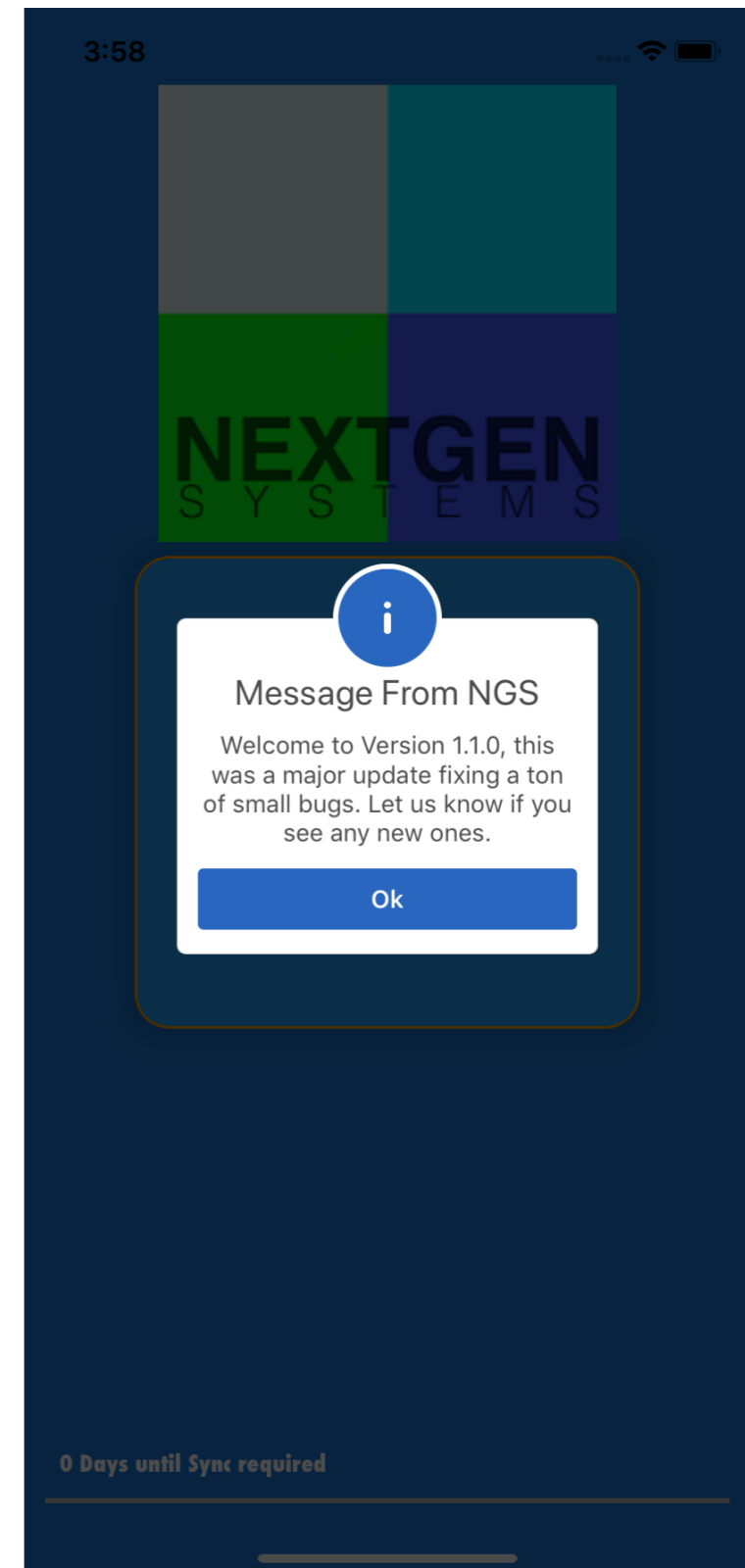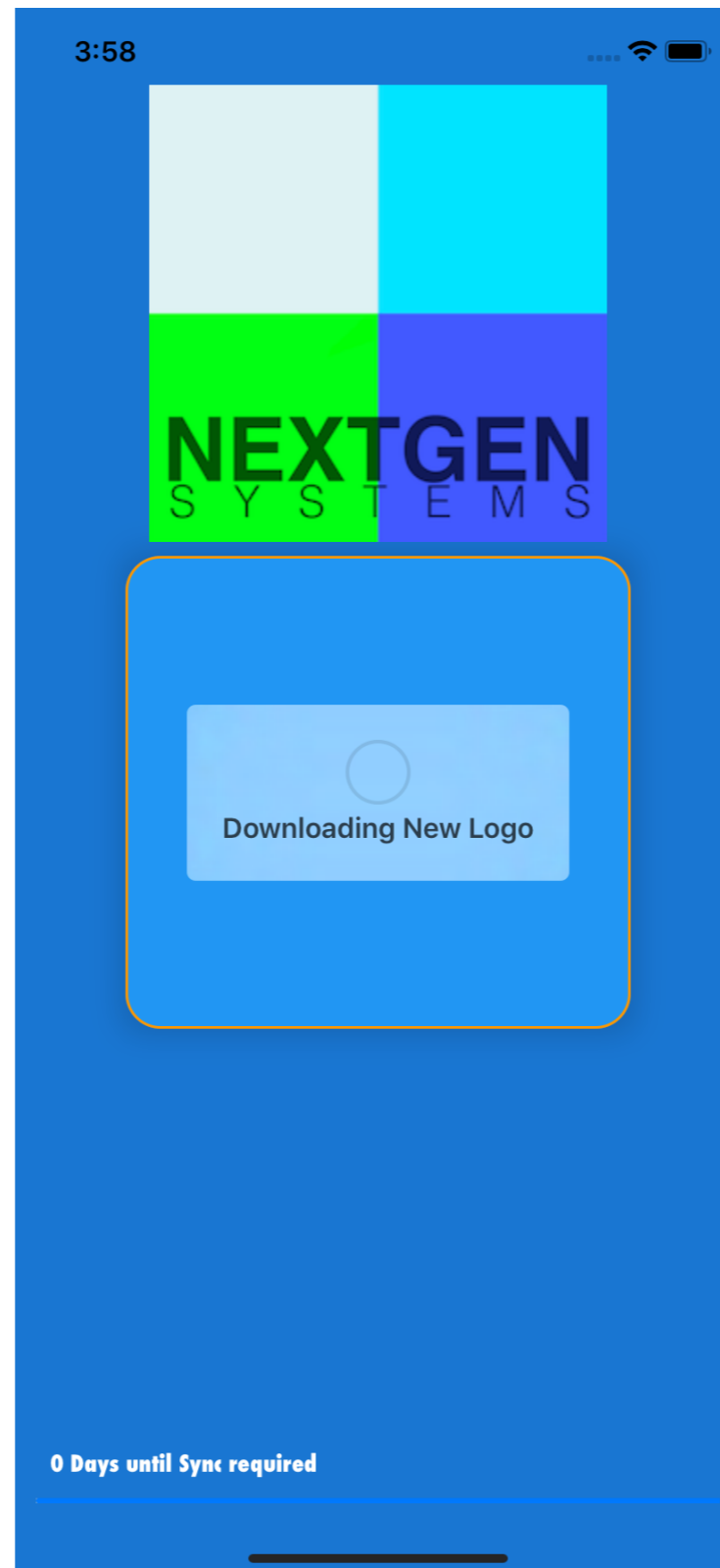
Home Screen

This is the Home screen. On this screen you can start a new form or complete a draft.

1. This is a Draft file. Drafts and be created by you or automatically when your admin sets up Triggered forms.

2. This is a Draft file that was toggled to be anonymous.

3. This is a regular form ready to create a new submission. You can see the Form name, subtitle, version and revision.

4. This is only seen on admin devices. This form is currently being created, it hasty been saved yet. When creating a new form it's useful to be able to see the questions and PDF before saving it.

5. This menu button will have badges for company bulletins and any queued forms saved from a offline submission. App support is also located in this menu.
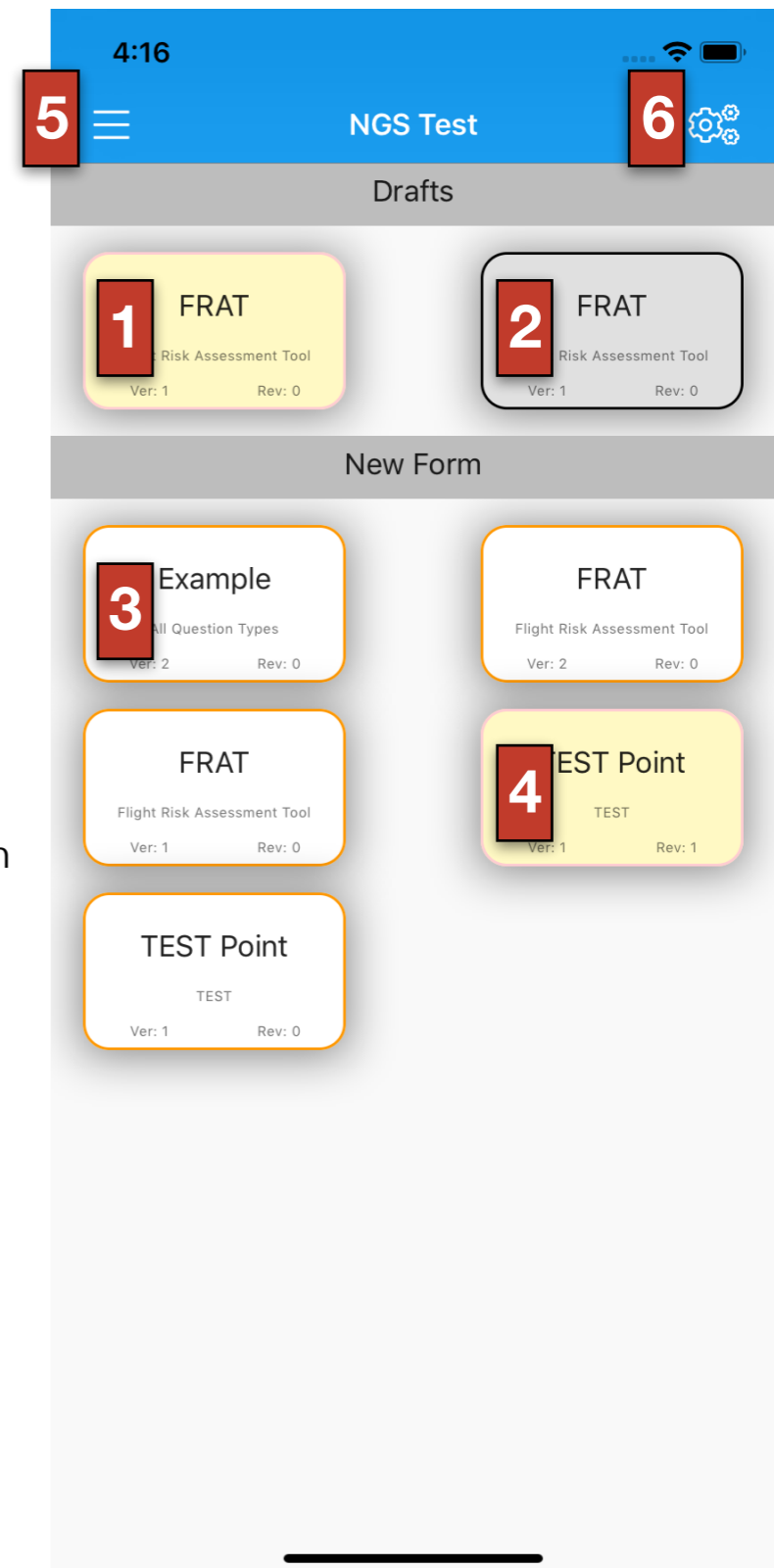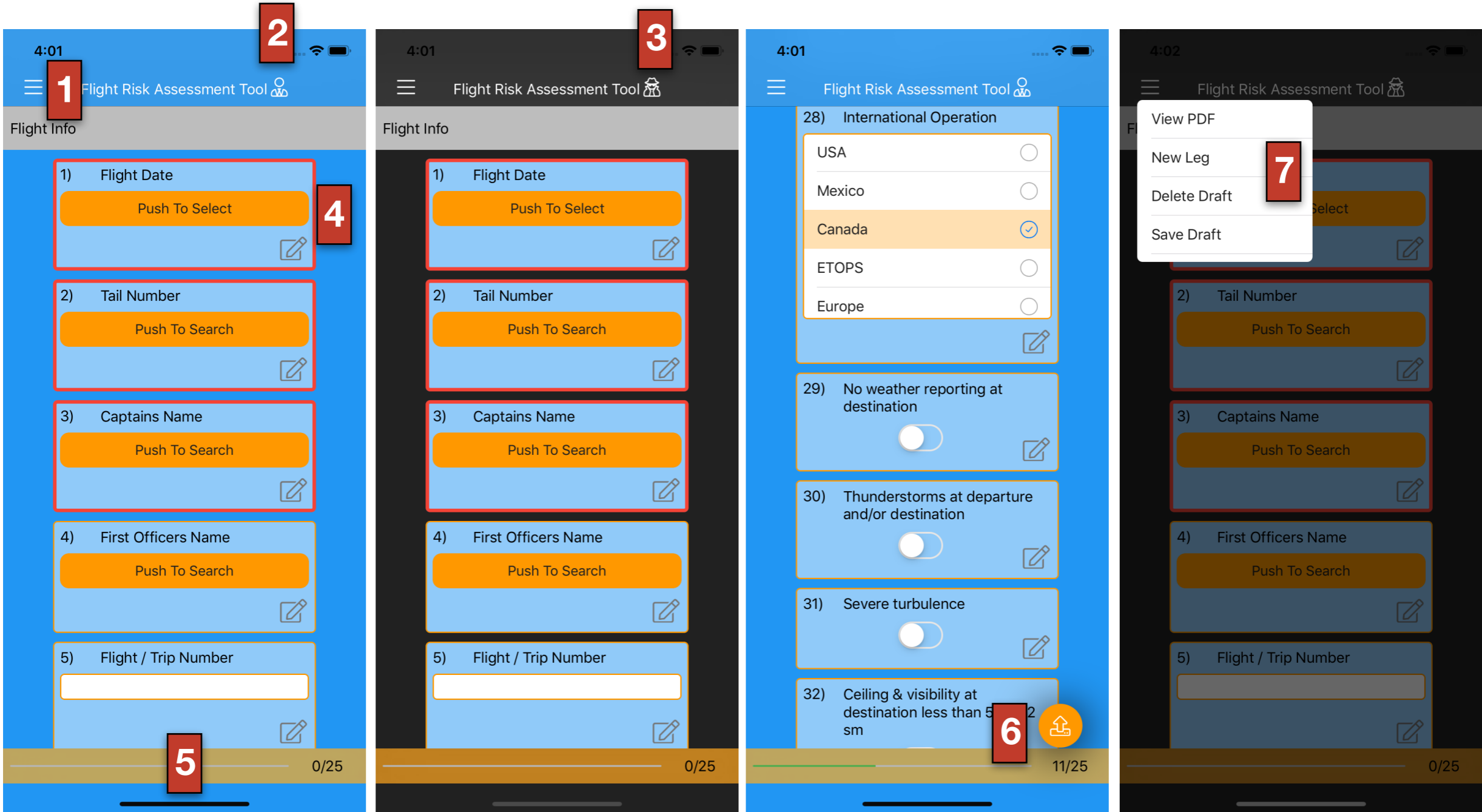
Filling out Forms

1. This is the menu button for Forms seen on number 7

2. This is the Forms title, tapping this label will toggle anonymous. Your user data will be removed from the submission and will not be seen by your company. If there are answers in the form you complete that identify you, this data will not be removed.

3. This shows the form in Anonymous mode. When the background is grey, all identifying information is removed from the submitted file, except answers you provide.

4. A red box around a question indicates that question requires an answer. The submit button show in #6 will not appear until all required answers are complete.

5. On point based forms this your current points, if you pass a threshold and your admin added a note, you will see an exclamation point. Clicking that will provide you with a note or instructions from your company.

6. This is the submit button

7.

    I. View PDF shows you the form in its current state.
    II. New leg creates a draft of this form, but does not reset and questions setup by your admin to carry over on new legs
    III. This deletes the draft you have started
    IV. Save draft brings you back to the home screen and saves your progress in the draft.

Submission

When you click submit the app will upload the form and email it to your company. If successful you will be brought back to the home screen and notified of the success along with the unique ID(1) of the form you sent. If you are offline the app will notify you and add a badge to the menu on the home screen (2)

Next time you open the app and see a badge, just click submit saved queue to send the form.

Success
Saved Form with ID: AJTS-1445

1

New Form

Example
All Question Types
Ver: 2   Rev: 0

FRAT
Flight Risk Assessment Tool
Ver: 1   Rev: 0

TEST Point
TEST
Ver: 1   Rev: 0

4:58

Oops
You're offline, we will try next time you open the app.
Ok

4:58

NGS Test

Messages

User Manual

FAQ

Sync

Contact Us

Company Contacts

Switch Users

Change Password

View Submissions

Submit Saved Queue 1

2

FRAT
Flight Risk Assessment Tool
Ver: 2   Rev: 0

TEST Point
TEST
Ver: 1   Rev: 0

Admin Screen

The app now allows multiple users to have admin access. To prevent overwriting data, only one user can have edit access at a time.

1. This is the reports button, you don't need edit access to generate reports.

2. This is the lock button, you will open the admin screen, but lock out all the other admins.

3. Submit changes only appears when you need to push changes to the user group

4. This shows you that someone else is currently in edit mode. You can override this, but take the risk of losing data the other user worked on.
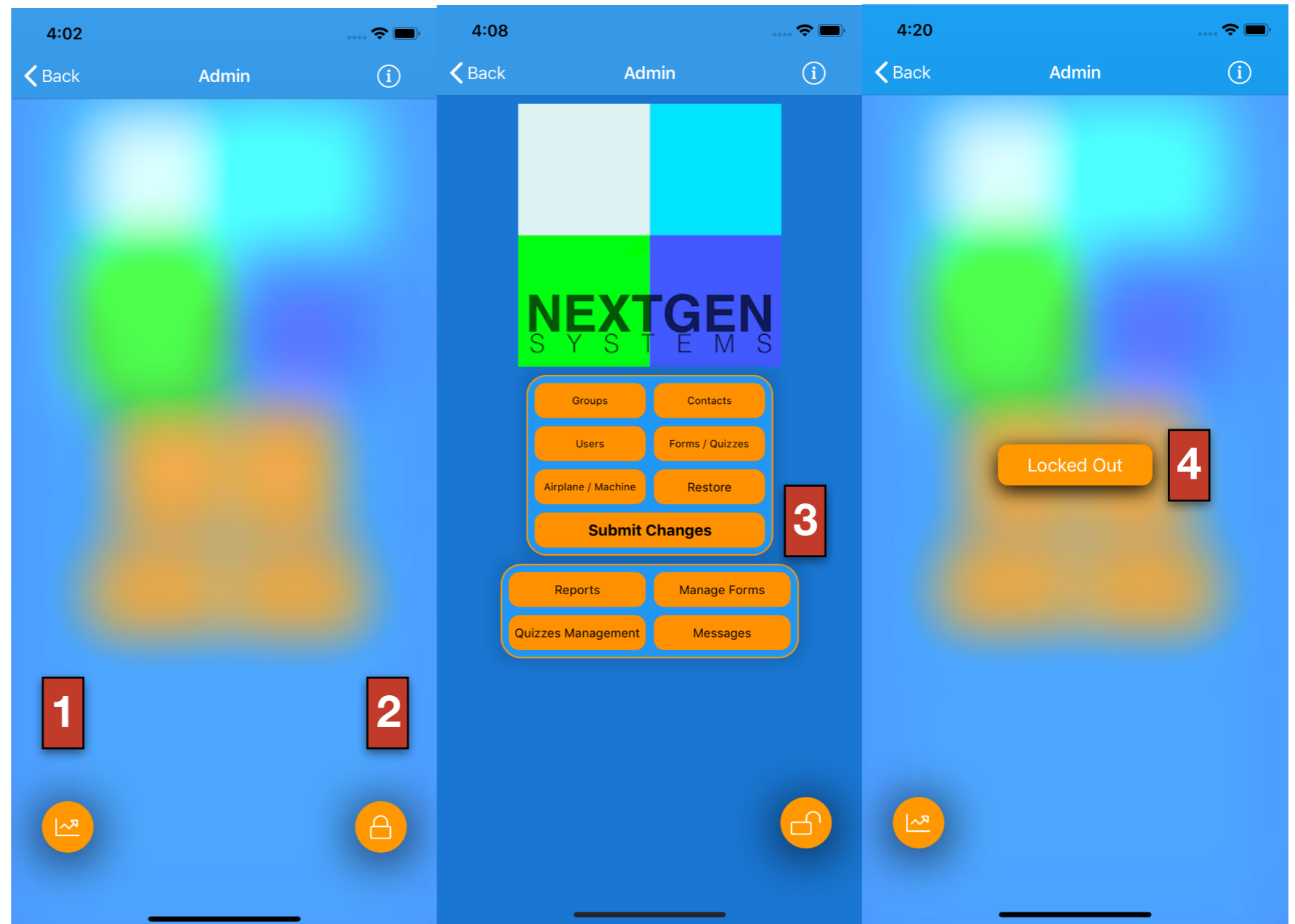
To best access the admin controls, edit in the following order.
1. Groups 2. Contacts 3. Users 4. Forms 5. Airplanes

Group Screen

Groups are assigned to users, forms, and airplanes.

If the group name does not have an X to delete you need to remove the group from all things assigned to it. If you tap it, it will show you what is currently assigned to the group. There is a limit on the number of groups, but will be difficult to reach.

Contact Screen

The contact screen serves two purposes. The first is to give your users quick access to contact info to important people in the organization. They can pull this info up from the menu on the home screen.

The second purpose is to assign a contact to forms. When editing a form, you select from the contacts to send the form when complete.
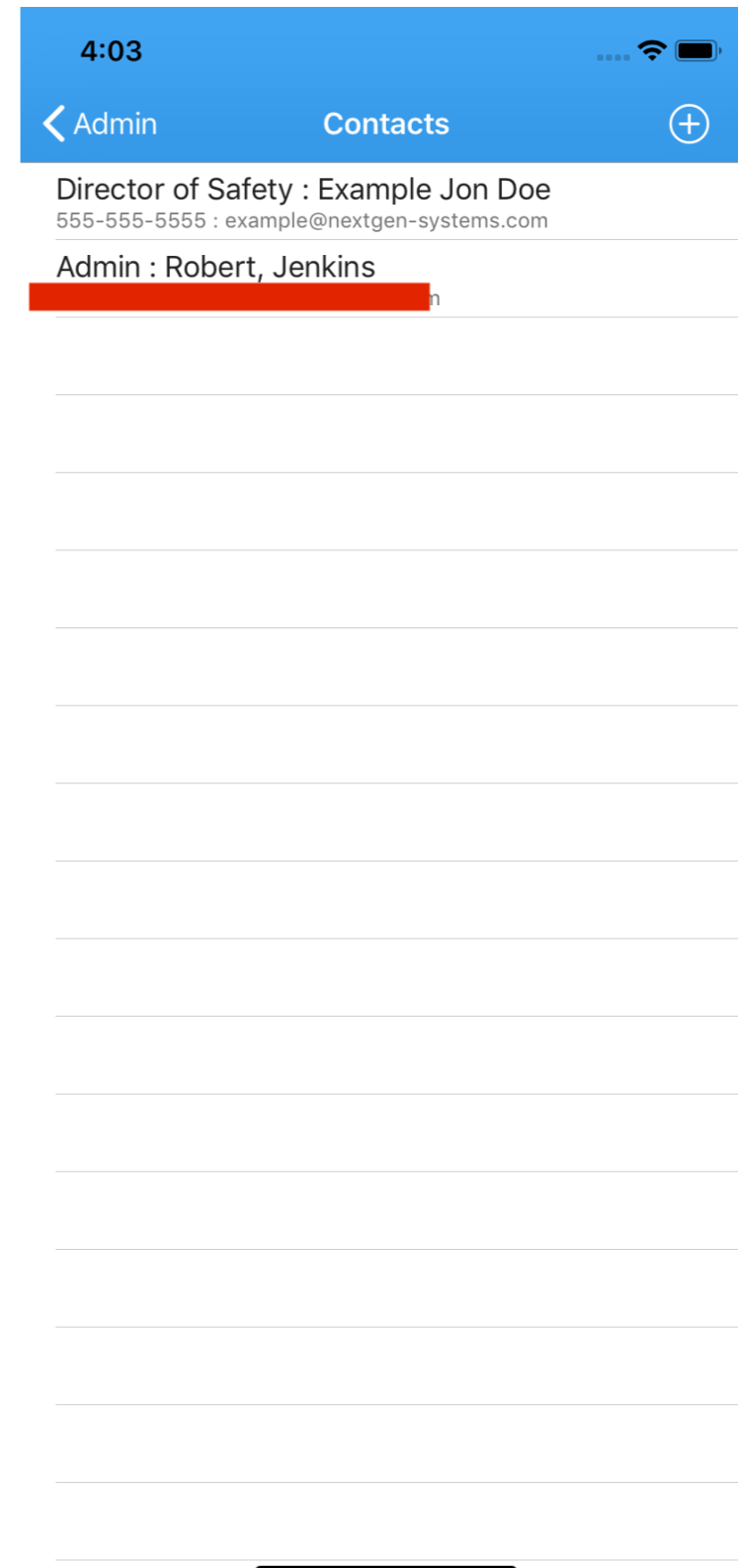
User Screen

Screen 1 — Users

4:03   ‹ Admin   Users   [3] [4] +

Jenkins, Polina
Everyone,SAFETY,CAPTAIN

[1] Jenkins, Robert
EMB145,SAFETY,COMPANYCAR,CAPTAIN,PILOT   [2]

Screen 2 — Edit User

4:04   ‹ Users   Edit User

User Info

First Name	Robert
Last Name	Jenkins
Pilot	●
Admin Access	●

Contact

| Email | [5] |

Groups

| User Groups | EMB145, SAFETY, COMPANYC... › |

Screen 3 — User List

4:04   ‹ Users   User List

User List And Activation Codes

Users Name	Activation Code	Status	Last Submission UTC
Jenkins, Polina	LBHC-4274	Activated	N/A
Jenkins, Robert	ZDXV-1771	Activated	5/8/19, 8:01 PM

Page: 1

[6]

Spreadsheet

F1   fx   kewr

	A	B	C	D	E	F	G	H	I
1	Doe	John	Doe.John@cc.cc	KIAD	EMB145	kewr	captain	pilot	lca
2									

[7]

User Screen

1. A yellow background on a user indicates they have admin access

2. A airplane indicates this user is marked as a pilot, they will show up under pilot questions, while other users will not.

3. View a PDF of the users(6)

4. Create users from a saved CSV file you created and saved to the phone. If there are no files on the device, a banner will appear. If you tap on it, you will be brought to the Apple website for instructions.

5. A email here is not required, but if you enter one, the app will email the user a link to the app and their activation code.

6. This PDF shows you the users activation code, and the last time they made a submission.

7. Here is the schema of the CSV file
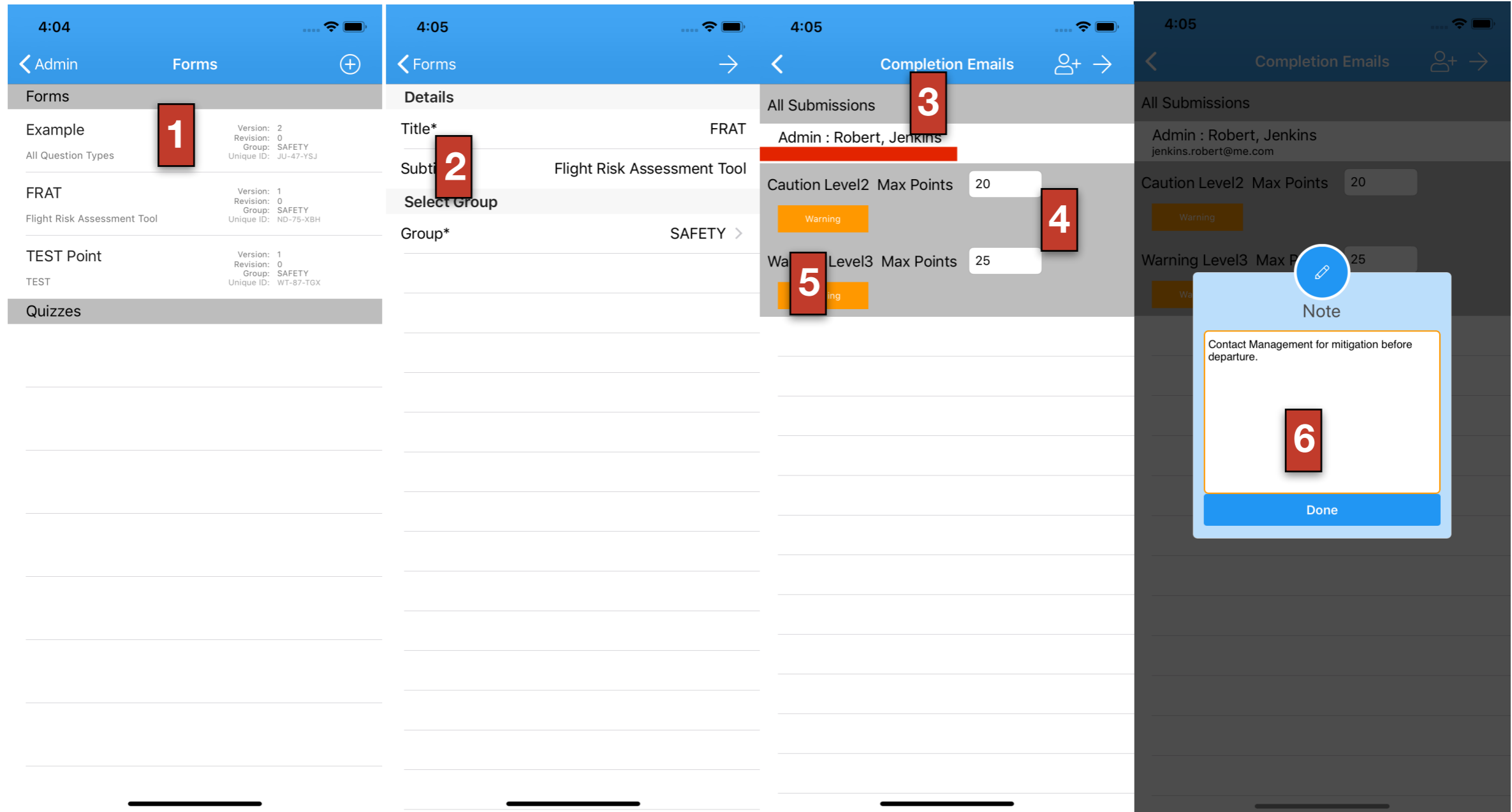
Forms & Quizzes Screen

Forms & Quizzes Screen

Screen 1 (4:05 — Create Form)

Back | **Create Form** ⊕ →

| Section Title | Flight Info |
| Max Points | 0 |

7

Flight Date
You can select a Date

Tail Number
Select a Airplane

Captains Name
You can select a User from the company's pilot list

First Officers Name
You can select a User from the company's pilot list

Flight / Trip Number
A small text box, used for example to enter a name

Departure Airport
You can choose a ICAO airpot

Arrival Airport
You can choose a ICAO airpot

Alternate Airport
You can choose a ICAO airpot

| Section Title | Pilot Qualifications and E... |
| Max Points | 0 |

PIC with less than 200 hours in type
Simple yes or no answer

SIC with less than 200 hours in type
Simple yes or no answer

Contract Pilot is used
Simple yes or no answer

Duty day greater than 12 hours
Simple yes or no answer

Flight time (Greater than 8 hours in the duty day)

Screen 2 (4:05 — Question)

Create Form | **Question**

Question

Flight / Trip Number

8

Question Type
Text Field

N/A

Can Duplicate ⬜

Answer Required ⬜

Reset on new leg ⬜

9

Redact? ⬜
Hide this Answer when published.

N/A

N/A

N/A

N/A

Screen 3 (4:06 — Answers)

Question | **Answers** ⓘ

Answer:

No

| Points: | 0 |

10

Answer:

Yes

| Points: | 5 |

Screen 4 (4:07 — Multipliers)

Create Form | **Multipliers** ⊕ →

Multiplier: # 1

Question A
PIC with less than 200 hours in type

Answer A

Question B
SIC with less than 200 hours in type

Answer B

Multiplier
0

Description

11

Forms & Quizzes Screen

1. This is the list of current forms you have in your account, arranged by name, version and revision numbers.
    i.   Duplicate creates a copy of this form. It allows for full editing, but breaks compatibility with previous versions reports.
    ii. Revisions creates a copy, but you can't add or remove questions or answers, but does not break compatibility for reports.
2. Here you title the form, and assign it to a specific group of users.
3. Emails here are from the contact page. Risk based forms have 3 tiers, you can setup emails to specific contacts depending on the points scored on the form.
4. These scores break down the tiers from normal, caution and warning ranges.
5. You can setup a message to be shown to the user if they exceed this point threshold.
6. This is an example warning message.
7. This is the form layout, you can have unlimited sections and questions. The points here only provide a visual red background on the section title on the PDF.
8. Question
9. Question Options
    a. Question type - 19 types of questions, show in the Example form
    b. Available answers - Only show for certain types of questions
    c. Duplicate - The user can duplicate this question when filling out the for, I.e Multiple alternate airports
    d. Answer Required - The question will require an answer before submitting, a red box is show around the question.
    e. Reset on New Leg - If the user selects " New Leg" answers will carry over to the new form if this is toggled off.
    f.   Redact - This question would have identified info and will will be removed when published to the user group.
    g. Hours Times Rate- setup per diem or pay type questions.
    h. Risk Type- Assign risk association to this question, for risk reports
    i.   Attach Weather - Attach weather and NOTAMs to airport questions.
    j.   Correct Answers- Used for quizzes to set the correct answer.
10. Green is the default answer, tap and hold to create a trigger. Trigger a draft for for a specific answer.
11. Multipliers can be used to tie questions and answers together to add more risk.