

# DOCUMENTS LIBRARY

**Cloud-based** aviation documents distribution  
and control solution

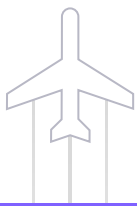
Open website:

[awery.aero/product/awery-documents-library](https://awery.aero/product/awery-documents-library)

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DEVELOPED BY  
**AWERY**  
AVIATION SOFTWARE





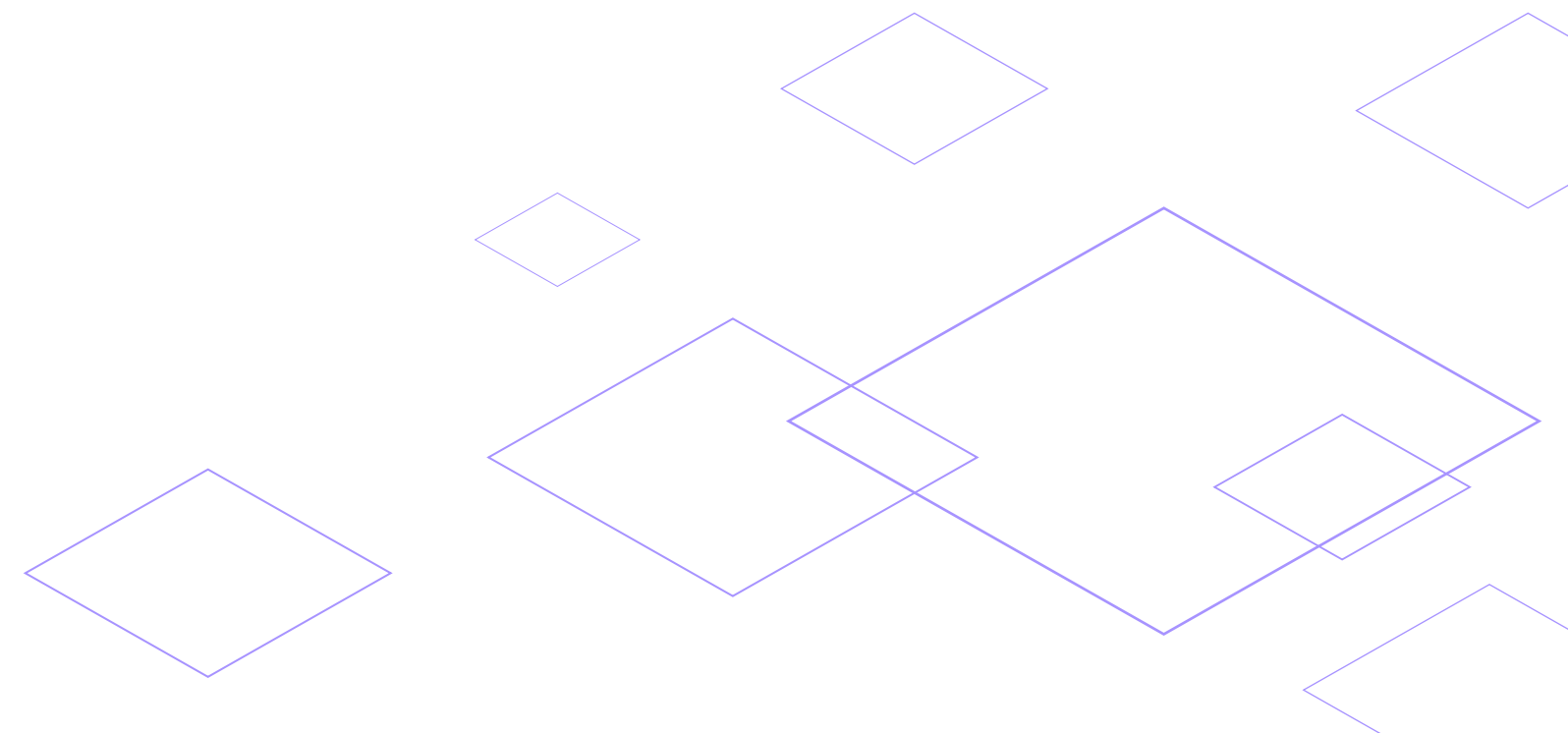
# How Documents Library can help your company?



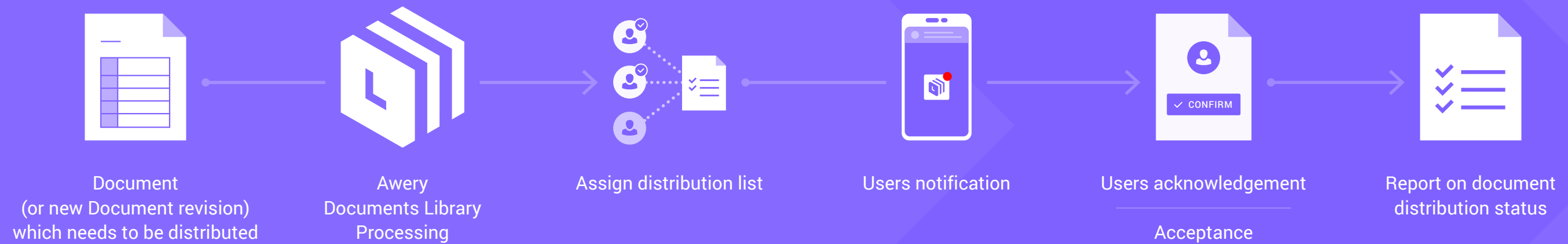
**Awery Documents Library** allows automating processes related to the documents circulation, revisions control, managing documents approval, producing status reports, sending reminders and notifications.

## Store and control distribution of:

- › Safety forms and bulletins,
- › Security alerts,
- › Operations & aircraft manuals, procedures,
- › Notices from corresponding departments,
- › Maintenance and engineering documents,
- › Aircraft and company certificates, etc.



# HOW IT WORKS





4/13

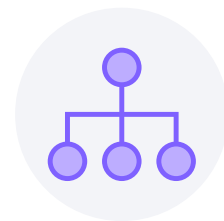
## What benefits you will get



A unified and **easy management database** for documents storing and distribution



Covering compliance requirements for **documents distribution** within the aviation company



Transparent **document flow** within the company



**Bank-grade security** of documents with advanced access policies



**Mobile apps** for Android and iOS



**Multi-language** support



# Key features



Common Documents  
format supported  
(pdf, word, excel, etc.)



Creating a **framework  
for documents** their  
revisions storage and  
distribution among the  
concerned persons



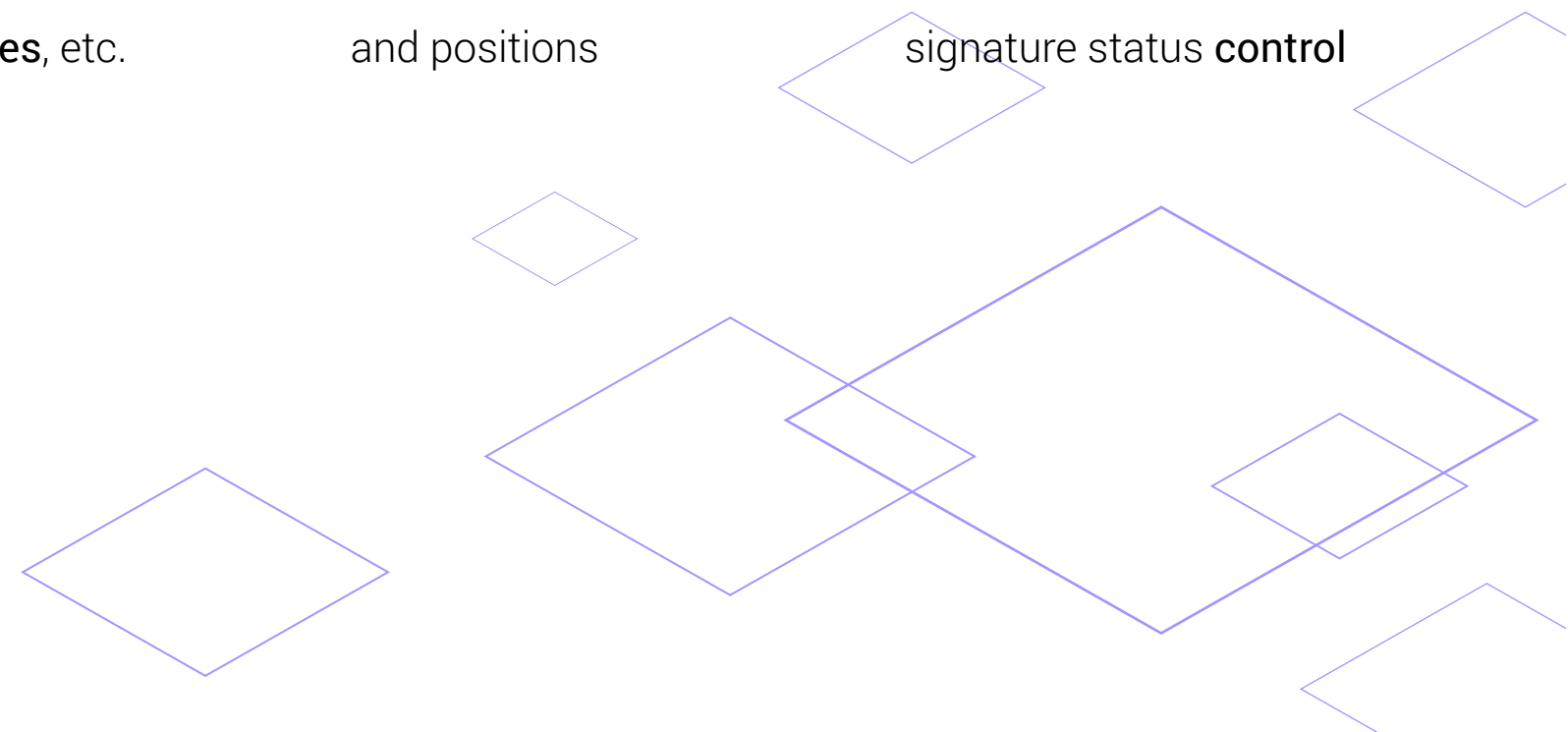
Document classifications  
by **categories, authors,  
storage places**, etc.



Handy **distribution lists**  
based on departments  
and positions



**Tools** for document  
access management,  
signature status **control**

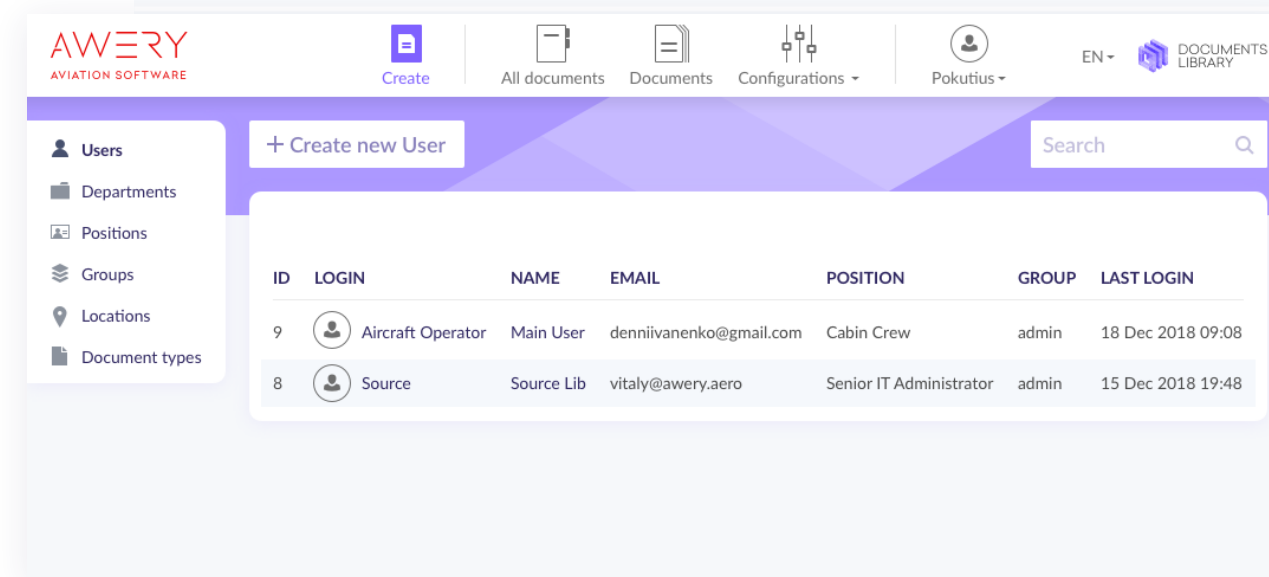




# Easy start of using

Only **1 hour** is needed to start using  
your own documents distribution system:

1. Create users accounts
2. Add Departments
3. Add Positions
4. Add Users Groups if they are needed
5. Add additional locations (branches, agents)
6. Correct Document Types if it is needed





# User-friendly 5-steps New document creation

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

TITLE

DESCRIPTION (optional field)  
Write document description here

NOTES (optional field)  
Write document notes here

NUMBER  
Number

TYPE

DEVELOPER USER

DEVELOPER DEPARTMENT  
Default Department

STATUS

AUTO ACTIVE STATUS  
☐ Yes ☒ No

Next >

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

REVISION NOTES (optional field)  
Write revision notes here

DATE

READ UP

REVIEW DATE

NOTIFICATION DATE

LOCATION

ACTION  
☒ Open ☐ Download ☐ Accept/receive

< Back   Next >

1

2

3

4

4

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

Drag & Drop files here  
or  
Upload files

< Back   Next >

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

DEPARTMENTS & POSITIONS

USERS

AUDITORS

< Back   Next >

1

2

3

4

5

DOCUMENT

REVISION

FILES

ASSIGN

CONFIRM

NEW DOCUMENT

X

Title: Total Awery Aviation Solutions report for 2017  
Description: Final variant of the Awery Aviation Solutions document  
Note: Final

DOCUMENT

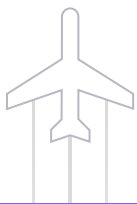
REVISION 1

FILES

ASSIGN

< Back   

CREATE



# Simple & clear document distribution control

After logged in, a user can see a **list** of documents the user has access and **notifications** about new documents which required approval or other actions

The dashboard shows a navigation bar with 'Documents', 'Need action', and 'Denis'. A sidebar on the left has a search bar and filters for 'All types', 'Safety Forms', and 'Notice from Crew ...'. The main content area displays two sections: 'SAFETY FORMS' and 'NOTICE FROM CREW TRAINING', each with a table of documents.

TITLE	NUMBER	ED/REV.	DEVELOPER DEPARTM...	STATUS	DATE	REVIEW DATE	ACT.
Sample Document for Trial Install	001	1	Safety	ACTIVE	05 Nov 2018	31 Dec 2029	

TITLE	NUMBER	ED/REV.	DEVELOPER DEPARTM...	STATUS	DATE	REVIEW DATE	ACT.
Flight Crew training manual	1	1/ 1	Flight Operations	ACTIVE	18 Dec 2018	18 Dec 2019	

After the document needed for approval was opened, a user can **download** the document, **accept** it or leave **comments**

The document details page shows the document's metadata, revision history, and a list of comments. A notification bar at the top indicates 'I, Denis Ivanenko, accept reading this document'. The 'DOCUMENT COMMENTS' section shows a comment from Denis Ivanenko dated 18 Dec 2018 09:32, stating 'Discussion is needed'.

**DOCUMENT INFO**

DOCUMENT NUMBER: 1  
EDITION NUMBER: 1  
EDITION DATE: 18 Dec 2018  
NEXT EDITION REVIEW: 18 Dec 2019  
TYPE: Notice from Crew Training  
AUTHOR: Main User, Flight Operations

**REVISION #1**

DATE: 18 Dec 2018  
READ UP: 18 Jan 2019  
REVIEW DATE: 18 Dec 2019  
NEED ACTION: Open; Download; Accept;  
DISTRIBUTION:  
LOCATION:

**FILES**

Flight Crew training manual.pdf  
0.01 Mb

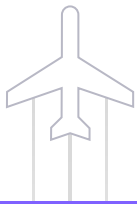
**DOCUMENT COMMENTS**

Write your comment

18 Dec 2018  
Create new revision #1

Denis Ivanenko  
Flight Operations Head of Training  
18 Dec 2018 09:32  
Discussion is needed





# Tracking & reporting

In the documents list you can see a document approval process in a real time

As well as get formal report

AWERY  
AVIATION SOFTWARE

Create

All documents

Documents

Configuration -

Main -

EN -

DOCUMENT  
LIBRARY

<

Search

All authors -

All statuses -

All departments -

All positions -

☒ Actual

☐ Archived

All types

Default type

Operations Manual

Maintenance and E...

Company Manuals

Safety Forms

Notice from Flight ...

Notice from Crew ...

Notice from Groun...

Quality and Safety ...

Internal Procedures

External Procedures

Aircraft Manuals

Aircraft Supplemen...

Aircraft Certificate

Company Certifica...

Flight Procedures

Technical Reliabilit...

Security Alert / Bul...

Post Holder Appro...

Review and Feedb...

SAFETY FORMS

TITLE	NUMBER	ED/REV.	DEVELOPER DEPARTM...	STATUS	DATE	REVIEW DATE	ACT.	READ/TOTAL
Sample Document for Trial Install	001	1	Safety	ACTIVE	05 Nov 2018	31 Dec 2029		1/3

NOTICE FROM CREW TRAINING

TITLE	NUMBER	ED/REV.	DEVELOPER DEPARTM...	STATUS	DATE	REVIEW DATE	ACT.	READ/TOTAL
Flight Crew training manual	1	1/ 1	Flight Operations	ACTIVE	18 Dec 2018	18 Dec 2019		0/2

ACME  
A COMPANY MAKING EVERYTHING

DOCUMENTS  
LIBRARY

New test manual

Document #12	Document type	Revision #10	Date	Read up	Review date
Manual for testing	Company Manuals		10 Dec 2018	10 Jan 2019	10 Dec 2019

User	Position	Opened	Downloaded	Accepted
Denis Ivanenko	Sales: Head of Sales	10 Dec 2018 13:21	10 Dec 2018 13:23	10 Dec 2018 13:54

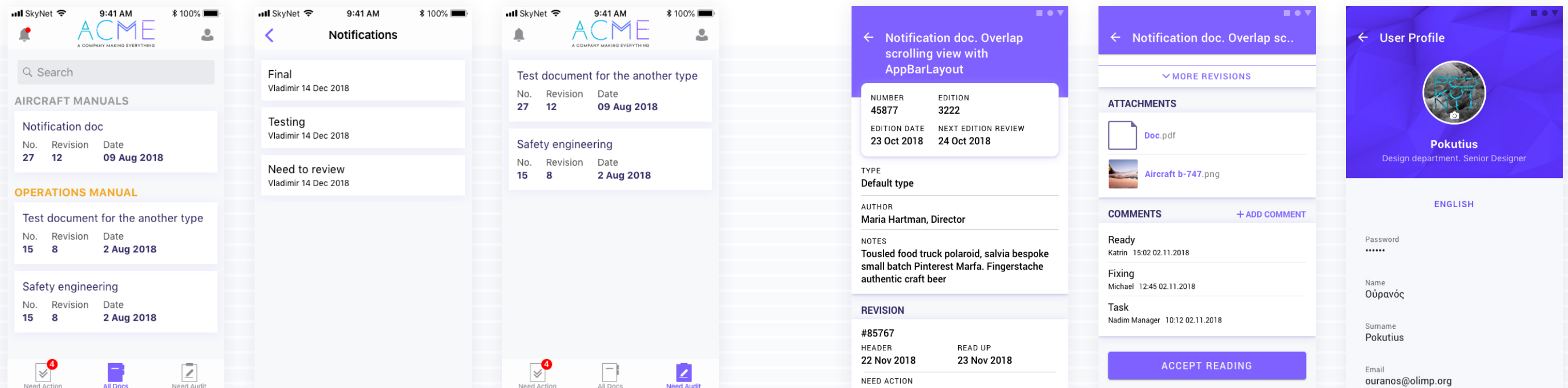
Generated: 10 Dec 2018 14:37

Everything is OK



## Functionality

- › View list of all documents which user have access to
- › Push notifications on documents and revision upload
- › View list of documents which needs action by user
- › Download and accept documents and revisions
- › View and submit comments to the document
- › View and submit comments to the document



# Flexible pricing. 15% discount on annual subscriptions.

## Number of Users


Each user from

 **1st to 25th** \$ 8.00/User

Each user from

 **26th to 100th** \$ 4.00/User

Each user from

 **101st** \$ 2.00/User

### SAMPLE PRICING BASED ON NUMBER OF USERS:



Number of USERS	Price Per MONTH	Price Per YEAR	Price Annual pricing WITH DISCOUNT
5	40 \$	480 \$	408\$
10	80 \$	960 \$	816\$
20	160 \$	1,920 \$	1,632 \$
50	300 \$	3,600 \$	3,060 \$
100	500 \$	6,000 \$	5,100 \$
200	700 \$	8,400 \$	7,140 \$

# So let's launch your own documents distribution system



1  
Fill the request form on the product web-page and get your 15 days Free Trial.

2  
Add as many users as you need, add or delete departments and positions, create general groups, locations, document types.

3  
Make your first document and run a new level in documents distribution and control.



DOCUMENTS  
LIBRARY

**Have some questions or additional information is needed?**

Look in Awery Documentation [help.awery.com](https://help.awery.com)

Contact with our sales team [sales@awery.aero](mailto:sales@awery.aero)

[GET FREE 15-DAY TRIAL NOW](#)