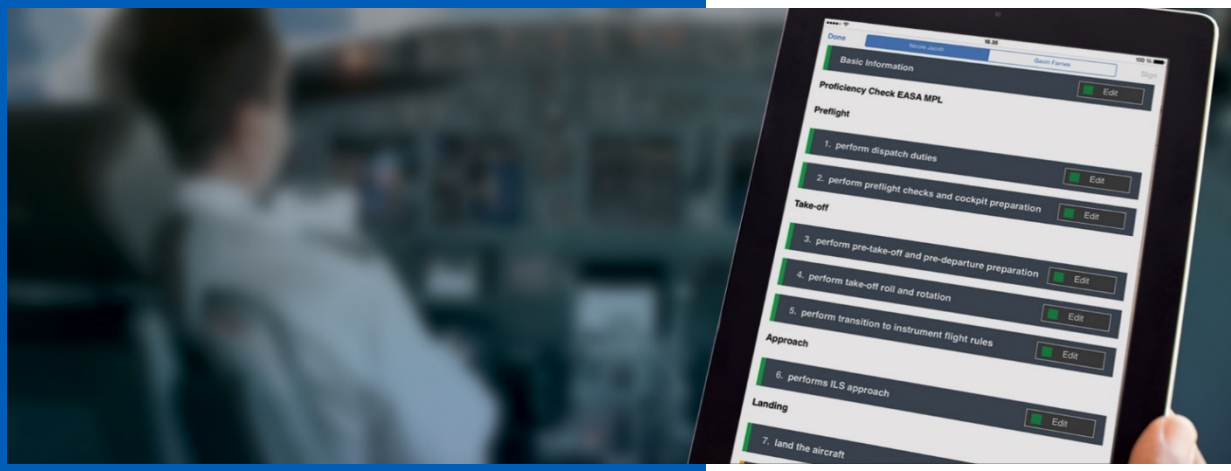
Pelesys CrewPad Manager User Guide



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Pelesys TMDS

The Training Management and Deployment System (TMDS) is Pelesys' solution that supports industry-standard desktop and mobile platforms, for both on and offline use. It is also the Centre or **Administrative** Interface where all administrative tasks originate.

Pelesys CrewPad Manager

Pelesys CrewPad Manager is one of the most innovative mobile training solutions developed specifically for the needs of the aviation industry. CrewPad Manager is the offline deployment and management platform designed for Android utilizing a rich variety of media-based learning content, courseware and documentation materials for flight crew, cabin crew, and other airline personnel who require up-to-date operation-critical information.

About CrewPad Manager Advanced Technology

CrewPad Manager includes an offline Learning Management System (LMS) which makes remote training a reality. For when there isn't a reliable or constant internet connection to complete a course or exam. CrewPad Manager uses a state-of-the-art synchronization agent which automatically updates all applications and information hosted on each device allowing for seamless deployment of essential information. Both training courses and records can be downloaded and completed on CrewPad Manager. Then, on completion, the updated records are synchronized with the Pelesys' LMS and Qualification Management System (QMS) Servers to provide a secure, fully tracked, and seamless training solution.

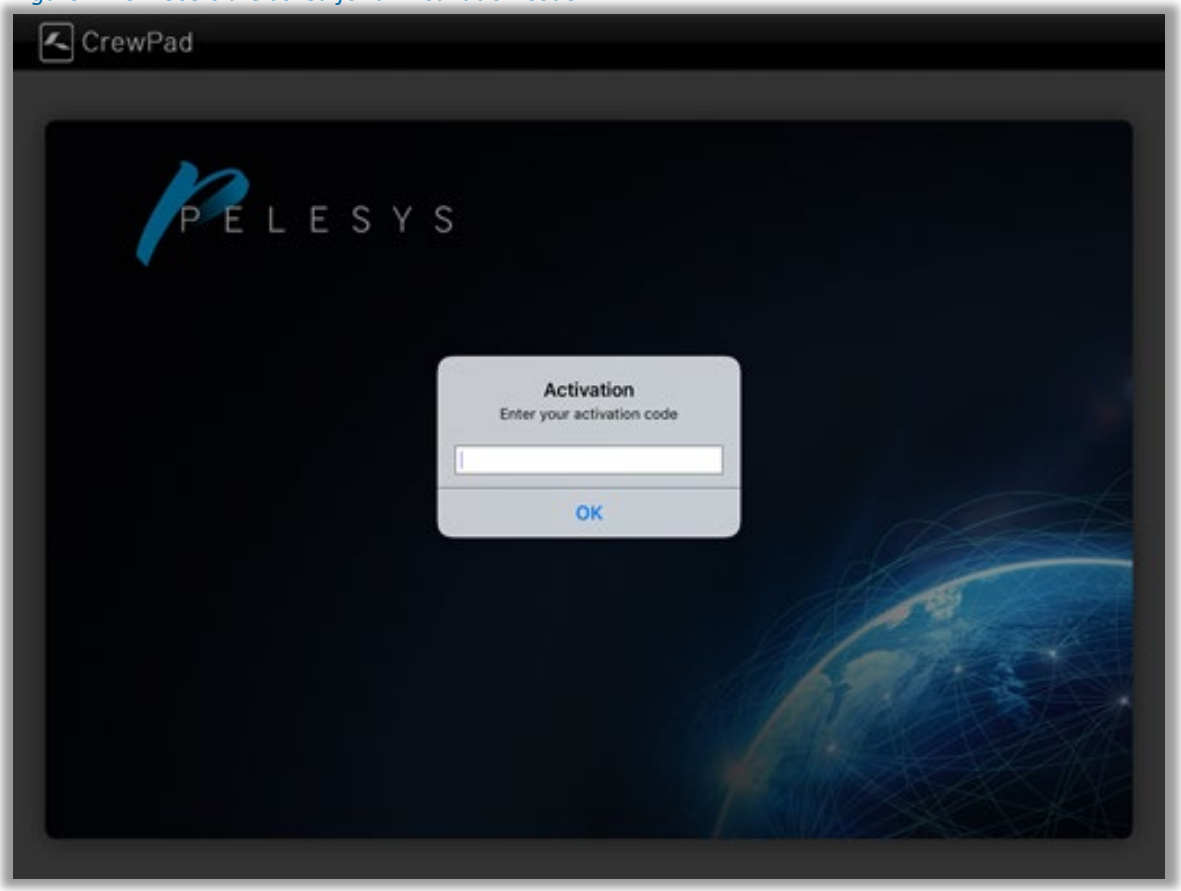
Accessing CrewPad Manager

Simply put, CrewPad Manager is the mobile extension of your Desktop version of TMDS. Meaning, the same username and password is used to access either version and through regular synchronization, the continuation of one's studies can be a seamless experience. The steps in this section explain how to access the CrewPad Manager workspace.

1. Tap the CrewPad Manager Icon to open it.

Before accessing, your Administrator should have issued you an **Activation Code** because it's required for any new user or device accessing CrewPad Manager, as shown in Figure 1. This also ensures you have the correct permissions to access the Learning Management System (LMS). This step only needs to be done once so, activated users should advance to step 3.

Figure 1 New Users are asked for an Activation Code



2. Type the **Activation Code** and tap the **OK** Button

You must be connected to the Internet when entering the **Activation Code**.

Once activated, the screen refreshes to show a standard Login.

3. Enter your **Username** and **Password** and tap the **Login** Button.

Before CrewPad Manager opens, a message appears, as shown in Figure 2. The message is purely a reminder that CrewPad Manager performs a Data Sync on loading. In most cases, you'll tap the **Yes** Button without concern and continue to the **Landing Page**.

Choose **No** if you're using multiple devices. Specifically, if upgrading to a new iPad and you haven't synchronized your learning progress from the original iPad first. Not synchronizing the old iPad first means any progress made previously won't appear on the newly activated iPad.

Figure 2 CrewPad Manager raises a synchronization warning

If you **forget your password**, you must contact your Administrator to reset.

Navigating CrewPad Manager

On refreshing, the screen opens to the **Courses** Tab. It's here where all the courses you're taking are listed. To help familiarize you with the interface, Figure 3 has callouts to point out features and provide brief explanations immediately following.

Figure 3 The Landing Page to your Courses

1. **Tabs** Behave like submenus to the button selected, which are found at the bottom of the screen (Callout 6). Depending on the Button tapped, determines which tabs are displayed. Simply tap a tab to view the content. The sub-bullets provide an overview for each.
    - **Enrolled Courses** By default, CrewPad Manager opens to this tab because it's where you'll spend most of your time. The courses listed here are the ones you're registered to take. The **Status** Column on this Interface provides a visual indication of your progress on any courses you've begun. (This tab is a submenu of the **My Courses** Button).

- **References** This tab lists the extra study materials that are relevant to the courses. CrewPad Manager doesn't track these files, but you have unlimited access to them. (This tab is a submenu of the **My Courses** Button).
- **Downloads** (Not shown). A submenu of the **Downloads** Button, which lists all lesson files that are pending or in mid-download.
- **History** (Not shown). A submenu of the **Downloads** Button. It's a running record of the courses downloaded because you can always re-download available courses. CrewPad Manager records each subsequent download as a new entry.
- **Settings** (Not shown). A submenu of the **Settings** Button. This tab shows the current version of CrewPad Manager that's installed on the device and the amount of how much space is remaining on the device. This tab is where you can confirm your connection to LMS.
- **Tools** (Not shown) A submenu of the **Settings** Button and is where your password is reset.
- **File Management** (Not shown) A submenu of the **Settings** Button that lists all downloaded lesson files. From here, you can remove individual course files from your device instead of all of them.

2. **Sort** Button enables you to change the listing order of your courses. The following bullets describe the options.
   - **Default** Lists in the same order as LMS
   - **Course Name** In alphabetical order
   - **Start Date** Lists in ascending date order
   - **Expiry Date** Lists the most imminent date first
   - **Learning Status** Based on your progress beginning with your **Completed** and **Passed** Courses
3. **Sync** Button By default, CrewPad Manager synchronizes on login when an Internet connection is available. It's recommended that you do regular syncs with LMS, to ensure all training progress is tracked and that you always have the latest courseware installed.
4. **Course List** All enrolled courses while providing a snapshot of all critical information including, the **Start Date**, **Expiry Date**, and the number of lessons within each course.
5. **Status** Column Shows your progression in a course. There are 4 possible states: **Not Attempted**, **Incomplete**, and **Completed**, and **Passed**. Visually, the progression is represented by how full an ellipse is filled. It begins as gray to show you haven't started it yet. Then, as you progress, it fills green to symbolize that you've completed the course. A green checkmark marks any **Passed** quizzes or exams.
6. **Button** Bar The 4 buttons at the bottom of the screen to control the tabs and information displayed on your screen. To indicate where you are the icon on the button turns blue. The bullets review each button:
   - **My Courses** Reveals the tabs that present your learning material. The two tabs are **Enrolled Courses** and **References**.
   - **Downloads** Enables you to set the downloading priority during multiple file downloads and tracks the download history. The two tabs are **Downloads** and **History**.
   - **Settings** To access the controls that affect the interface such as the Internet connection, login password, and to manage the lesson files that are installed. The three tabs accessed from this button are **Settings**, **Tools**, and **File Management**.
   - **Log Out** To exit.

You must have an Internet Connection to perform a **Data Sync**.
Synchronizing without a connection results with an **Error Message**.

Working with Courses

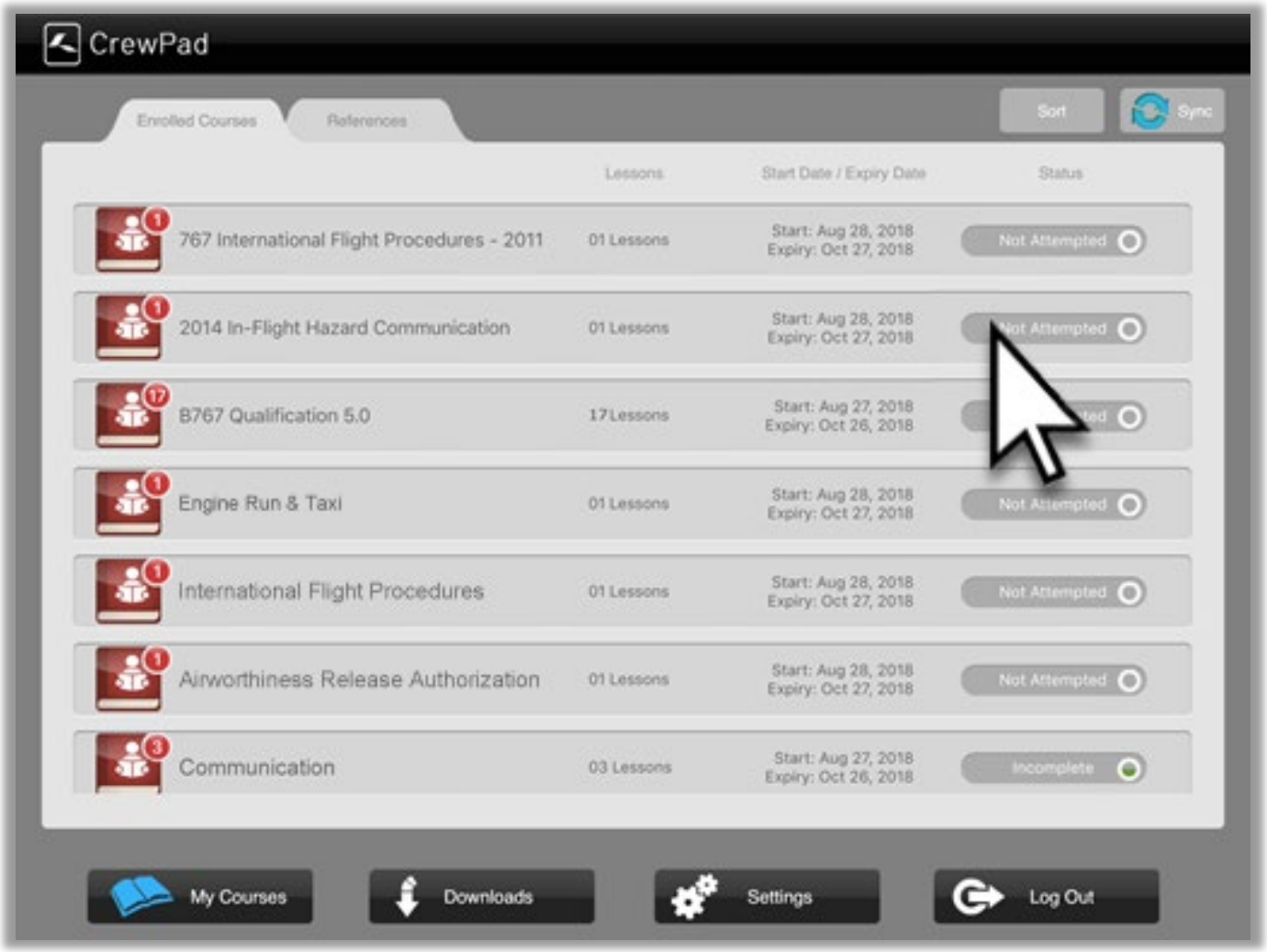
The design of CrewPad Manager keeps your learning studies as straightforward as possible. Therefore, workflows with accessing, playing, or removing your lessons is relatively the same. The tutorials in this section review the most common tasks.

Downloading a Lesson

This section shows how to download a specific lesson from a course. This is useful when your device is full, you don't have a lot of time, or you have an erratic Internet connection. The steps in this tutorial begin from the **Landing** Page.

1. With the screen open to **MyCourses** (Landing Page), tap the course you want to download, as shown in Figure 4.

Figure 4 Tap a Course to open it

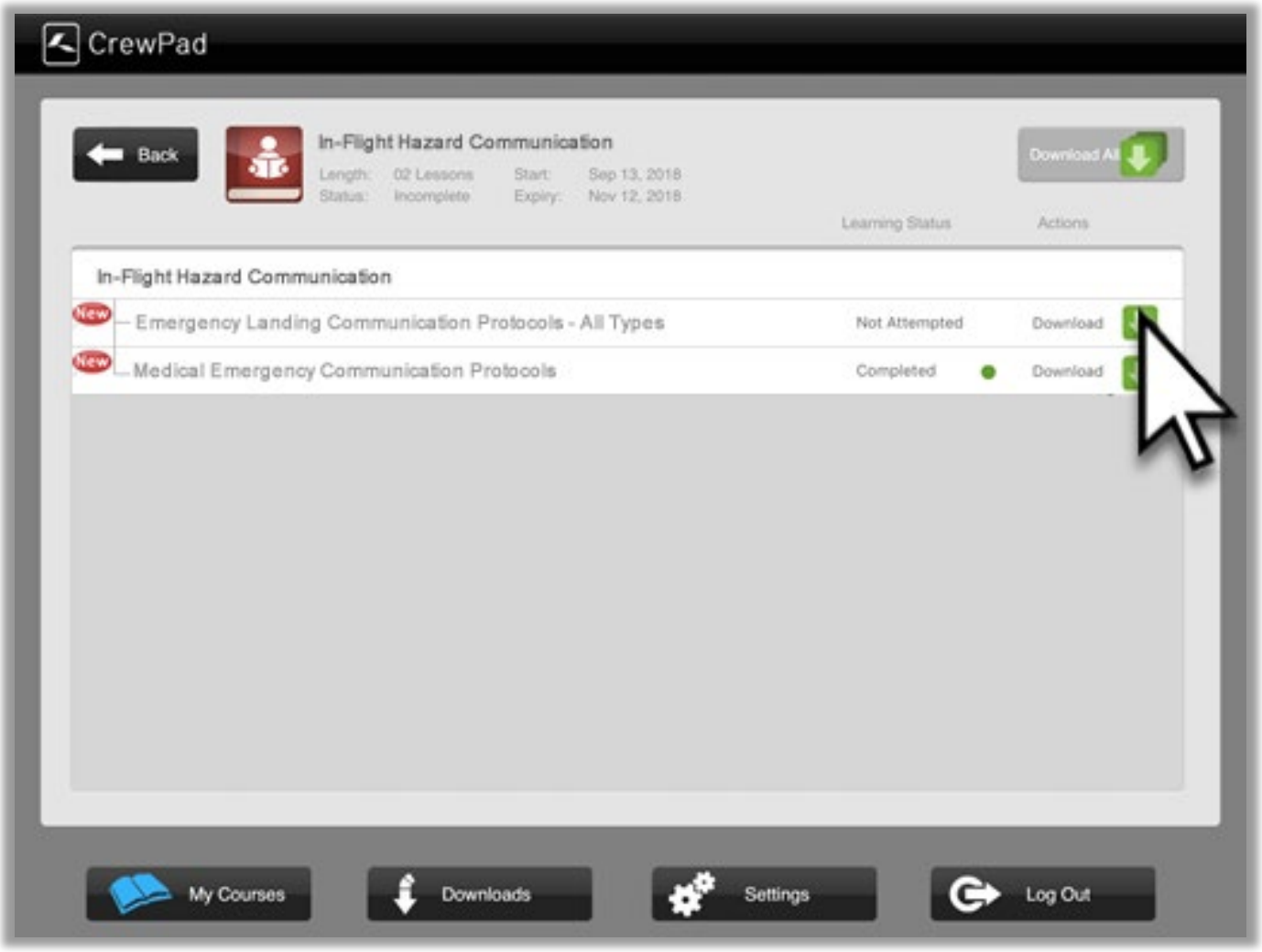


The screen refreshes to show all the lessons associated with the course, as shown in Figure 5.

2. Tap the **Download** Icon Button, as shown in Figure 5.

On download completion, the download symbol updates to the blue **Launch** Symbol to indicate the lesson is installed and available for use.

Figure 5 Tap the Green Download Icon



Viewing a Lesson

Opening (or Playing) a lesson is a matter of opening a course and then the lesson.

1. With the screen open to **MyCourses**, tap a course to open it.
2. Tap the lesson from the list of lessons within the course. Downloaded Courses have a Blue **Launch** Icon to signify they are available for viewing.
3. On completing a lesson, just close the viewing window to return to the list of lessons and the **Learning Status** should now update to the **Status** to **Complete**.

Multiple Downloads

Once lessons are downloaded, it means you can study off-line. This tutorial shows how to download multiple files within a Course. When grabbing multiple files, CrewPad Manager downloads a maximum of 4 lessons at once and queues the remainder. Once a file is downloaded, then the next lesson in the queue begins to download.

While downloading, you can use **Pause**, **Stop**, or **Delete** on files that are in mid-download to control the download priority. You must have an Internet connection to download files.

1. Tap a course to open it.
2. Tap the **Download All**, found in the top-right corner of the screen.

When downloading large or many files, CrewPad Manager raises a **Download Confirmation Message**. In the message it provides an approximate download time required. Usually, the actual download takes a fraction of the time because the estimation is based on *dial-up technology*.

3. Tap **Continue** to confirm the download.

As CrewPad Manager completes each download you should see the icons change from **Download** to **Launch**.

Force Quit

Force Quit is like a built-in bookmark. Use it when you need to stop midway through a lesson. The control is embedded within the Player and marks your spot to the nearest **Key Screen** in the Lesson. Thus, enabling you to continue from where you were last. The Mouse Cursor in Figure 6 shows where the **Force Quit** Button is located while playing a lesson.

1. With a lesson open, tap the **Force Quit** Button, as shown in Figure 6.

Figure 6 Tap Force Quit to stop midway through a lesson

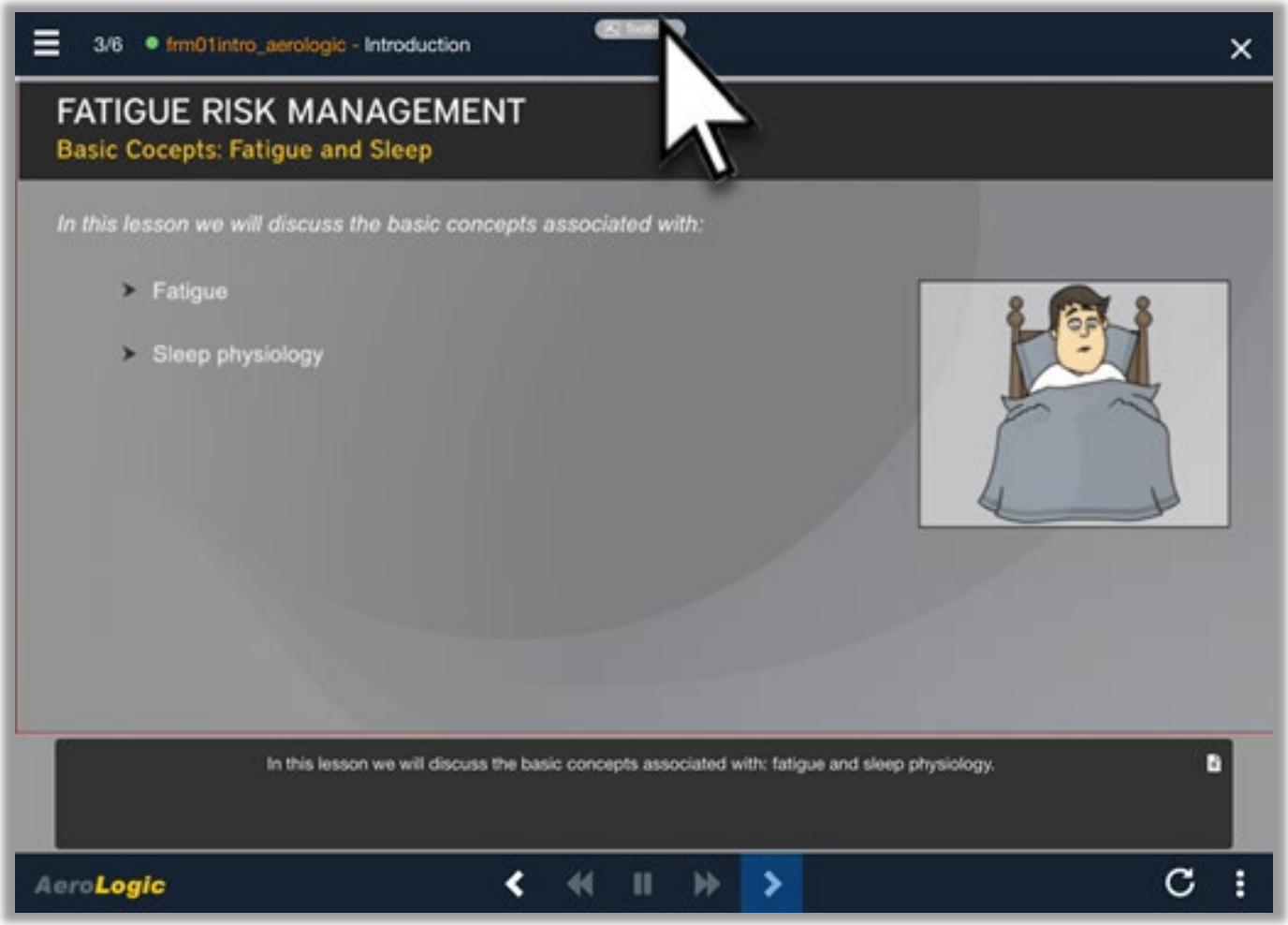
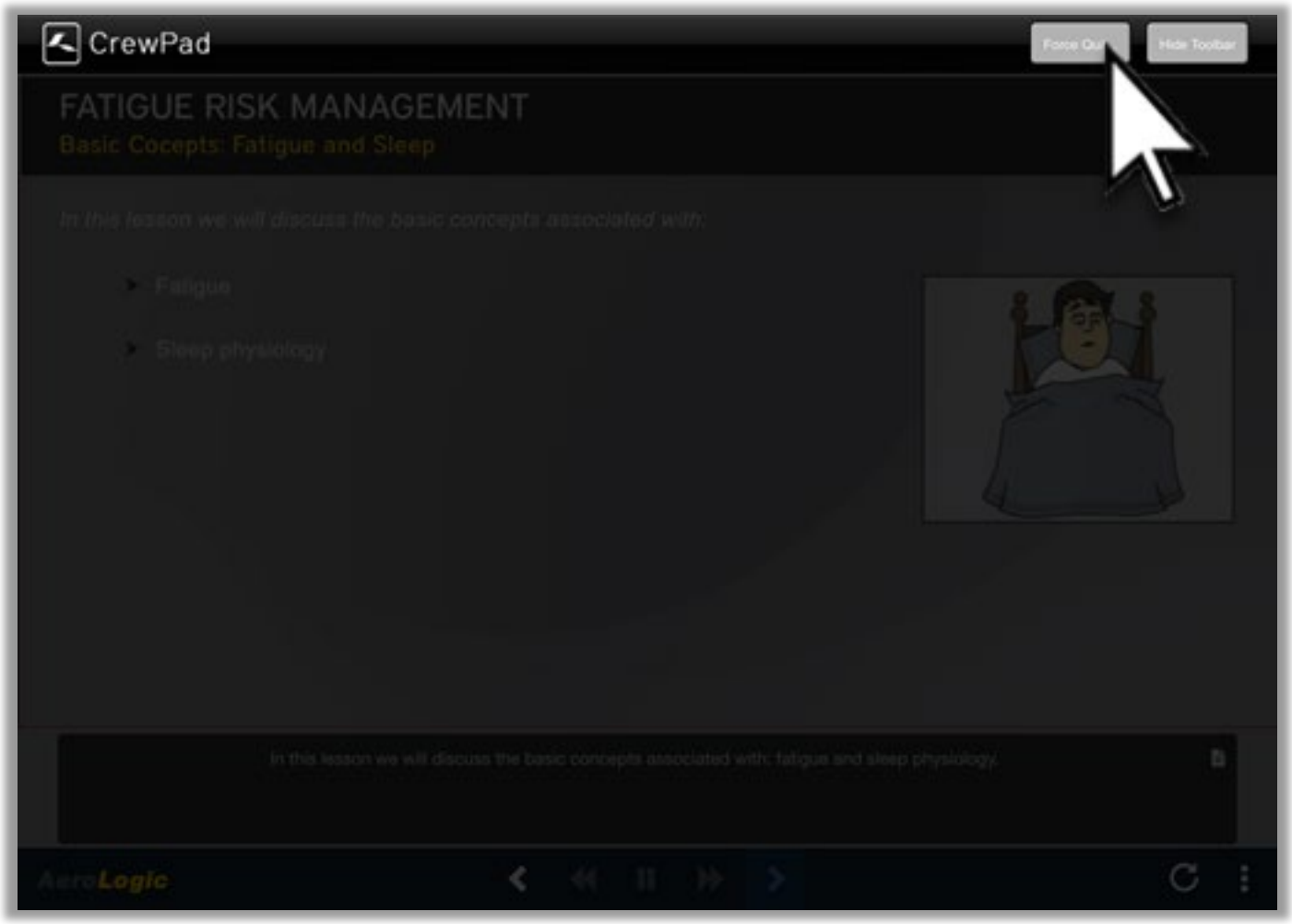


Figure 7 shows how the Player pauses at the last **Key Screen** and dims the screen. Then, in the top-right of the Player are 2 new buttons. **Force Quit** for exiting and **Hide Toolbar** which is a cancel button and returns you to the lesson.

Figure 7 The Lesson is Paused to the last Key Frame viewed



2. Tap the **Force Quit** Button, to exit.

Tap the **OK** Button when the Player asks you to confirm your choice. On confirming, you're returned to the list of courses where you can begin a different lesson or exit CrewPad Manager via the **Log Out** Button.

References Tab

As mentioned earlier, the **References** Tab lists any supporting files that are related to the courses. These files are extra study materials and are not tracked by CrewPad Manager. Any file not native to CrewPad Manager is opened by your device's default application.

Regardless of the file you want to use, **Reference** or **Course** file, the workflow is the same. Simply tap it to **Launch** or **Download** the file(s). Go to the **File Management** Tab when you want to **Delete** files or lessons, which is accessed through the **Settings** Button.

Downloads Tab

This tab is merely a listing of all files queued for download. Whether you're downloading one or many files it's a matter of tapping the relevant icon button listed below. On completion, the file disappears from this tab because it's now listed on **My Courses**.

The list below provides a brief description of each icon because most are self-explanatory.

Delete and **Delete All** Removes files from the device.

Download and **Download All** Connects to LMS for content retrieval.

Queued Awaiting to download the learning material.

Pause and **Pause All** Halts the retrieval.

Launch Begins or plays the lesson.

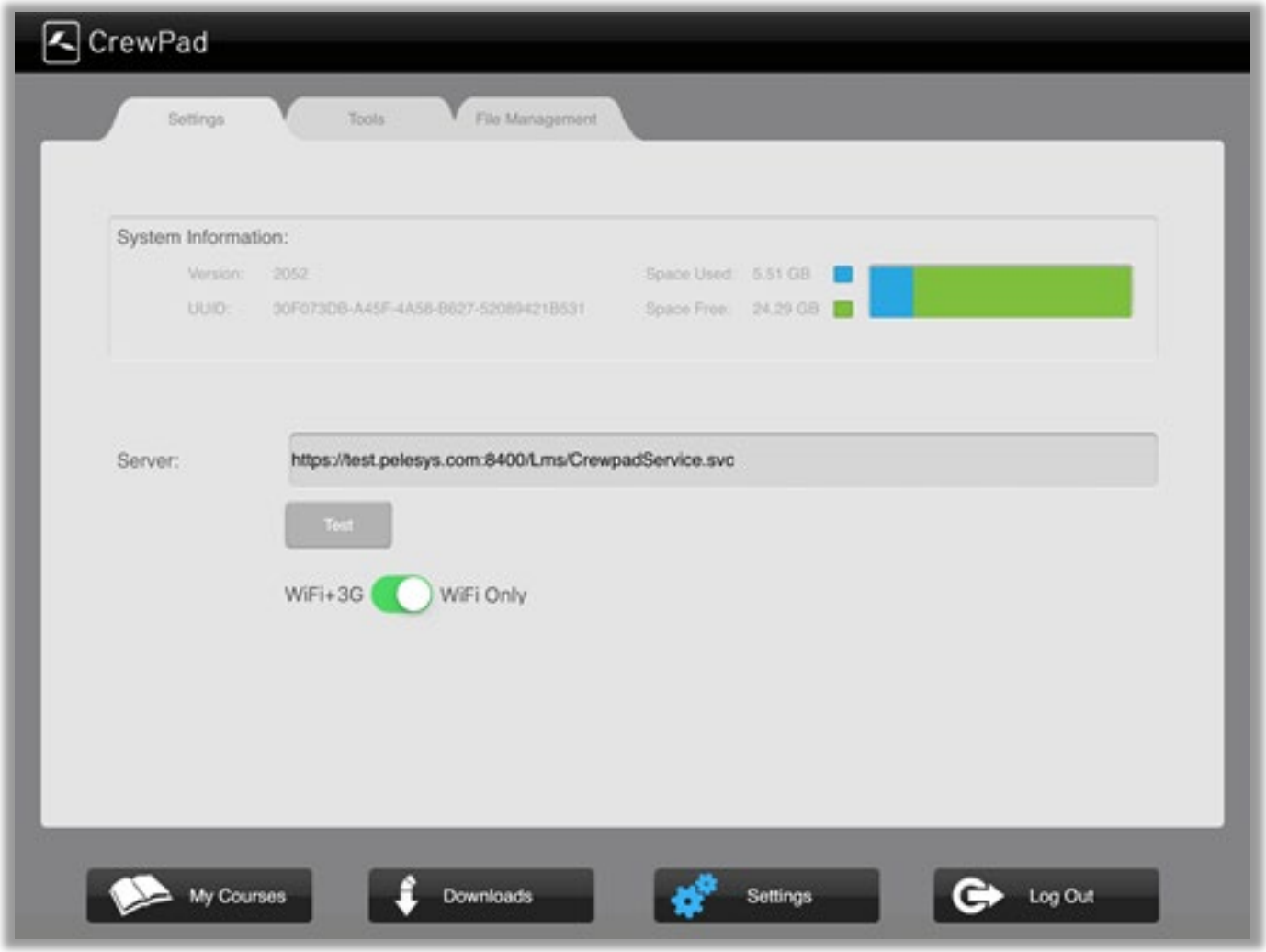
History Tab

Accessed via the **Downloads** Button, the **History** Tab is a running history of all learning files downloaded to your device. The listing is a means to track what materials you have on the device or have viewed before.

Settings Tab

Accessed via the **Settings** Button, this tab is for confirming your connection to LMS, data, and exiting from CrewPad Manager. Looking at Figure 8, you can see the interface is straightforward and divided into 2 areas and explanations are provided in the sections following.

Figure 8 Settings Tab



System Information

This area is like the ***About*** Page common to all software. The information viewed here is the current version of the application and the amount of memory the downloaded courses are occupying on your device.

Server

Keeps track of the how the device is connected to the Internet and has a **Test** Button for checking your connection to LMS. When roaming charges are a concern, move the slider to the **WiFi Only** Setting.

Tools Tab

Also accessed through the **Settings** Button, this tab is for controlling how or what appears on your device. As shown in Figure 9 it's a 3-column layout. Brief explanations are bulleted below:

- **Reset Password** Tapping this option sends a message to your Administrator requesting a password reset. This is how a new password is created when you've forgotten it because only an Administrator can create a new one. You must have an Internet connection for this option.
- **Synchronize CrewPad** As implied by the name, this option connects to the Server to send and receive updates on courses, as well as updating your progress through courses. Alternatively, a faster option is to click the **Sync** Button found on the **Courses** Tab. You must have an Internet connection for this option.
- **Reset CrewPad** Tapping this column wipes everything from your device - *including* your **Profile**. Make sure you perform a **Sync** before tapping **Reset CrewPad**, or any learning progress is erased. For this reason, CrewPad Manager asks you to confirm the erasing of all data from your device. The reason for this reset could be if it's a loaner device or you have a new one. Tapping this option opens a new page as shown in Figure 10 where there are two slider options.
    - **Clear All User Data** This option clears your **Profile** from the application
    - **Clear All Download Content** – This option clears all downloaded course and reference materials

Figure 9 The Tools Tab is for resetting content on your device

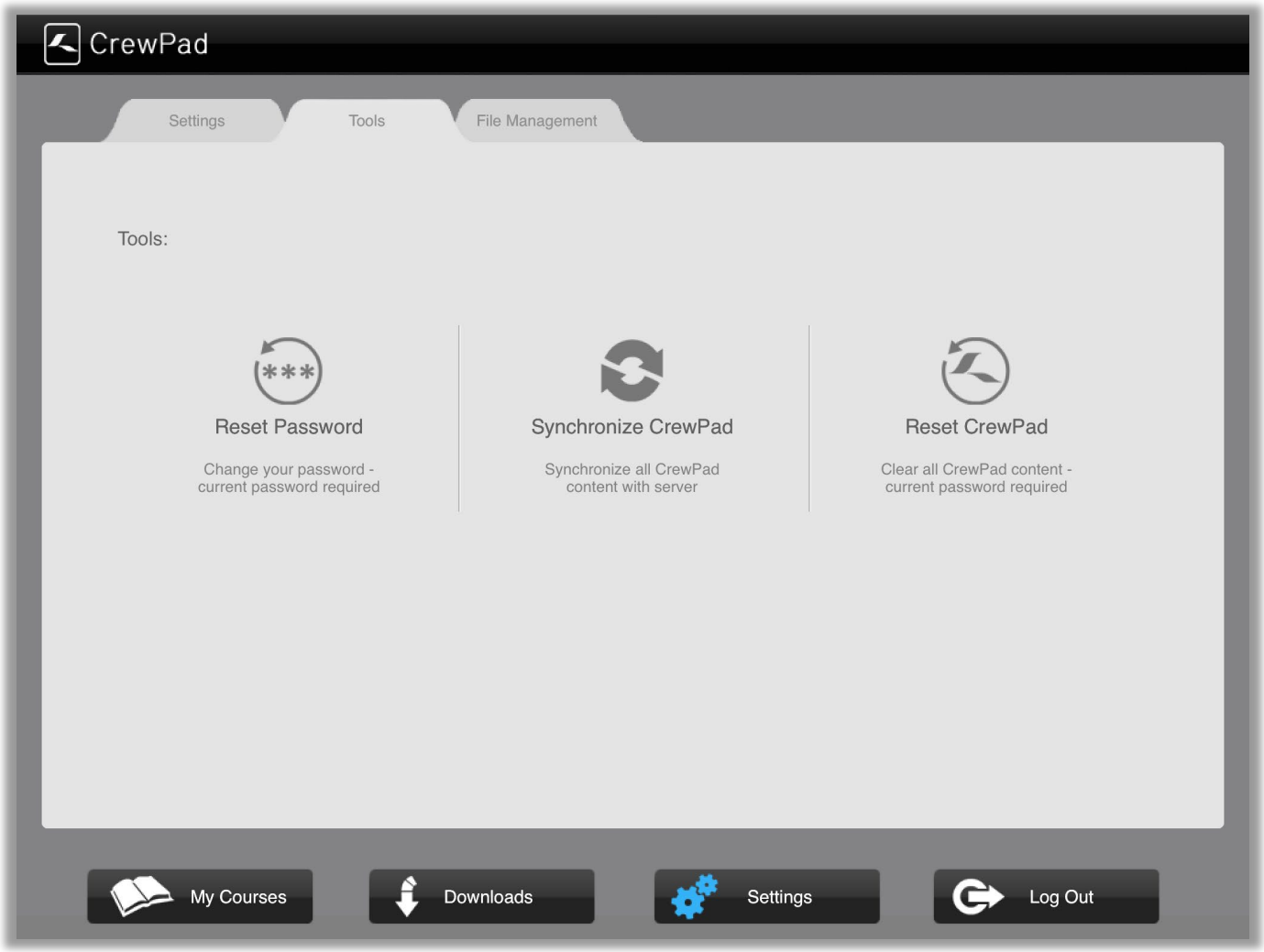
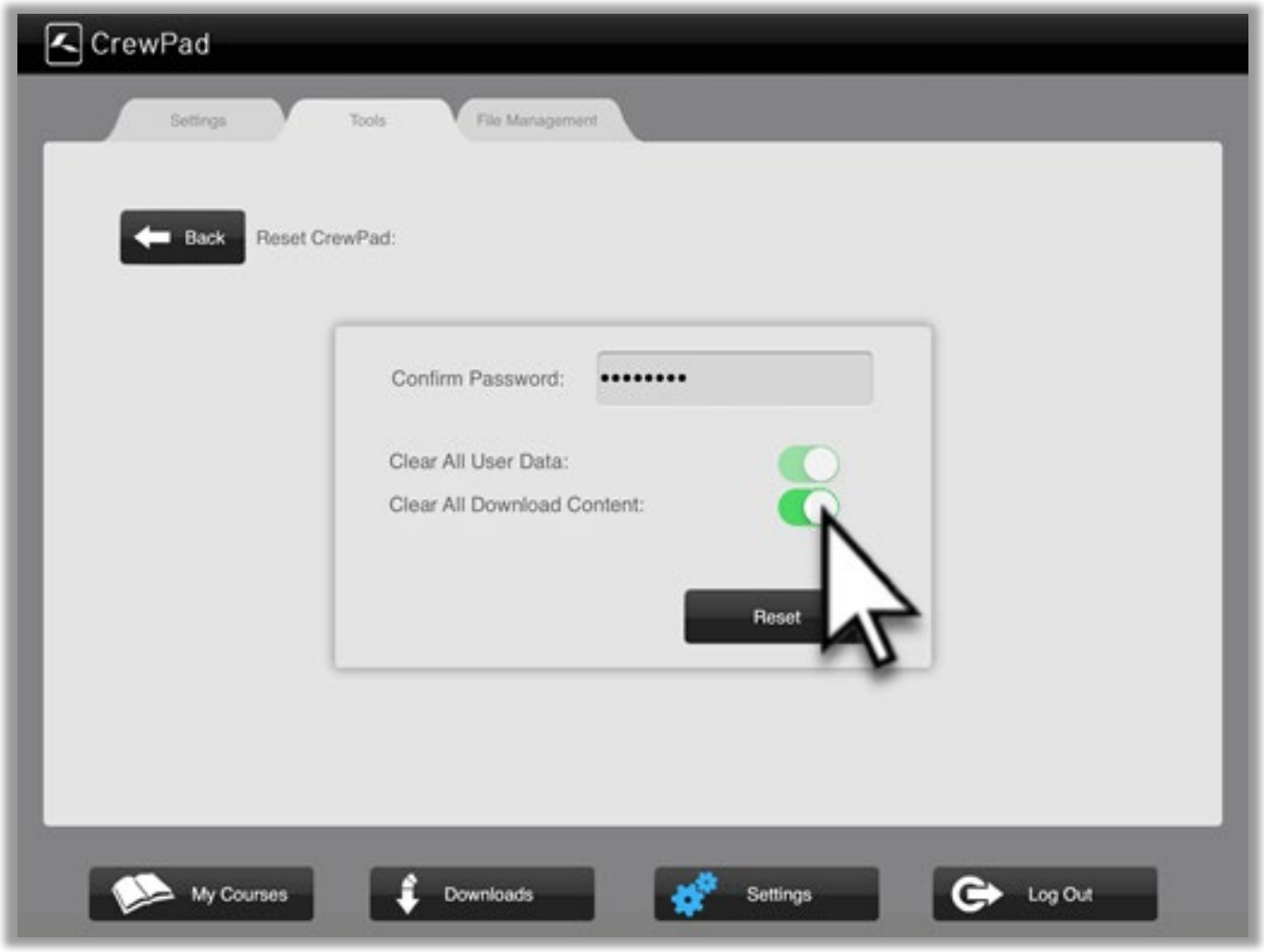


Figure 10 Use Caution when resetting on this interface



File Management Tab

The third tab accessed through the **Settings** Button and lists all the learning files loaded onto your device. From here, you can change the listing order or remove files which is merely a tap to the corresponding Icon Button.

Exiting CrewPad Manager

For security and confidentiality reasons it's recommended to tap the **Log Out** Button when ending a study session. After tapping the button, a confirmation message appears. Tap the message to exit and return to your Device Home Screen.

Troubleshooting

The Table lists all common error messages found on CrewPad Manager and recommendations to correct it.

Troubleshooting Table

Error	Message	Action
5001	Internal network connection has been disabled or switched off. To successfully Sync, please connect to a network.	Connect with a secure network connection
5002	Internal network connection has been disabled or switched off. To successfully Sync, please connect to a network.	Connect to secure Internet connection
5003	Network connection could not access the LMS Server. The request may have been blocked by your Internet service. Please contact your technical representative for more details.	Contact your Administrator
5004	The service on the Content Server has experienced an unexpected problem. Please contact your technical representative for more details.	Contact your Administrator
5100	This action is permitted via WiFi connection only.	The device is set to only connect via WiFi, likely to avoid roaming charges. Either wait until you're in a reliable WiFi area or until you return home.
5101	Unable to Connect to the Internet.	No secure Internet connection is available. Either wait until you're in a reliable WiFi area or until you return home.