



## M-AIS FrameAPS 5.X (Administrator)

### Unstructured AIP Administrator Course

#### Who should attend the course?

This course provides the definitive introduction to the usage as an administrator or supervisor of AIP production on the FrameAPS system. It is aimed at supervisory and senior staff with the responsibility for keeping AIP document and system up-to-date. It is suitable for all senior AIP staff.

#### How long is the course?

2 Days.

#### What are the benefits of attending?

AIP administrators who provide support for IAIP Publication and the AIP editorial staff will benefit greatly from attending this course. The content is targeted at the administration level of the FrameAPS software and gives practical skills for the generation, Quality assurance and issuing of the AIP.

Upon completion of this course, you will be familiar with:

- The FrameAPS administrative tools
- AIP setup
- AIP generation
- AIP verification
- AIP Issue Commands
- Printing/distribution of AIP Amendments, Supplements and Aeronautical Information Circulars

Also covered is the performance of troubleshooting and high-level file manipulation and recovery procedures.

#### What are the prerequisites?

You should have attended either the "Working with Unstructured Documents" or "Working with Structured Documents" and the Template Design Workshop course or have a similar level of knowledge of FrameMaker.

You should have attended the FrameAPS Editorial Course prior to this course

You should have a working knowledge of the AIP and its related documentation in Annex 15 and Doc 8126. You need to be familiar with PCs and the Windows environment.

### Course Outline

#### Generating AIP Parts

- AIP Part Generation for File Checking
- AIP File Checking and Rollback
- AD and ENR AIP Sections
- Creation, Amendment and Generation of an AIP

#### AIP Preparation

- Preparing the AIP
- Using the Prepare AIP Function
- Creating a Cover Page
- Create a Cover page for an AIP Amendment
- Edit Coverpage Template for Amendments

# Unstructured FrameAPS Administrator Course



## Issuing the AIP

- Issue Command
- Getting a Copy of Previous AIP Issues

## AIP Printing & Publishing

- Printing the AIP
- Print an AIP Amendment to a single PDF File
- PAMS Publishing

## Supplements and Circulars

- Creating a Supplement
- Adding a Supplement to an AIP
- Adding Files to the Supplement
- Editing the Supplement
- Generating the Supplement
- Issuing the Supplement
- Creating a Circular
- Adding a Circular to the AIP, generating and issuing it.
- Creating a Checklist
- Adding a Checklist to the AIP
- Generate Cover Page
- Adding a Cover Page to the AIP

## Final AIP Exercise

- Creating, amending and publishing an AIP

## Training Locations

At M-AIS we have three options for the location of training courses:

- We host training courses at our training facility in Edinburgh, Scotland
- For EAD courses we can hold courses at the GroupEAD facility in Frankfurt
- We can also arrange for training to take place at the client site