Cloud Group Management

1 — Last update: 3 September 2021

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1. Guide To Managing Cloud Groups

Getting Started

The steps required to manage your AvPlan EFB Cloud Group data are detailed in this document. The document assumes the user has access to the administrative login details for the groups they wish to manage and has the authority to add and remove users from the groups they control.

The procedures outlined in this guide are:

1. Accessing AvPlan Cloud administration pages.
2. User Management
3. Map Management
4. Device Management
5. Subscription Access Management
6. Pilot On-Boarding in a Group Subscription Environment
7. Further Help & Assistance

1.1. Accessing AvPlan Cloud Services

Access to the AvPlan Cloud management pages is via the URL http://www.avplan-efb.com/manage. To login simply enter your username and password on the Sign-In page (Figure 1). This is the same username/password combination you use for accessing the *AvPlan EFB* app itself).
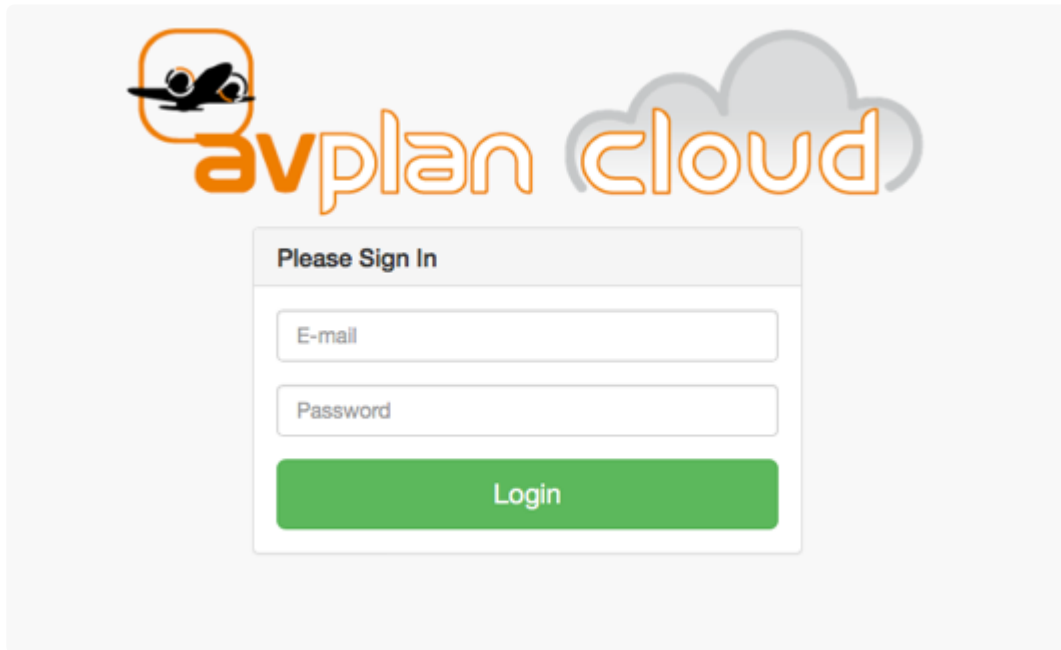

Figure 1. AvPlan Cloud Login Page.

Once you have successfully logged in you should be presented with all of the available manage options required to maintain your subscription groups (see below).

To view all available groups tap on the My Groups action at the top left corner of the window. All of the groups you manage will be displayed along with a list of actions you can select with respect to each group.

Available group actions are listed in the table below:

Action	Description
Show	Display a list of group member e-mail addresses in the associated group. Option may or may not be available for group.
Edit	Display a list of group member e-mail addresses in the associated group along with the options to add and remove items from the group.
Devices	Displays a list of devices used by members of the group. From this window you can drill down on the status of the current data installed on the devices as well as assign a template/reference device that is used to compare and highlight data differences with the other devices in the group.
Leave	Remove self from associated group. You will be prompted to confirm that you wish to be removed from the group. Once removed the group will no longer be displayed in the group list.
Show/ Hide Location	Sets whether your location is to be displayed in the group live display. You will be prompted to confirm the change between Live/Hide or Hide/Live.
Live	Show map with the location of each member of the associated group. The location in this instance is the last reported position of the users device(s). Any device in active use will have its position updated in response to position updates from the device.

1.2. Group Management

The following pages detail how to add and remove users from AvPlan Cloud Groups. AvPlan Cloud Groups are used to manage user access to subscriptions and maps specific to an organisation.

For details on managing Group Subscriptions tap HERE

1.2.1. Adding a New User or Users to a Group

To add a new user, tap on the Edit option for the group to display the current group members (Figure 2). You will need to know the full valid username for each user you are going to add. When ready, enter the username(s) in the Invite User field at the bottom of the page. If the username entered corresponds to a valid AvPlan username, the page will automatically respond with a dropdown confirmation below the search field. Select the username displayed in the dropdown to add it to the list.

Once the new user has been added you will have the option to change the user from the default group Member to an Administrator. Administrators can add and remove users from the group, so only assign this privilege to group members as required.

Figure 2. Group user entry and removal screen.

Continue to add new users as required. Once you have entered all of the new users tap the Save button at the bottom of the page to make the changes permanent.

> ✳ NOTE: If you navigate away from this page without clicking Save first, all changes made during this session will be lost.

1.2.2. Removing Users From a Group

To remove a user from a group tap on the Edit option for that group to display the current group members. To remove a user, simply tap on the X action (Figure 3) to the right hand side of the user entry. The user entry will be removed from the group only. The user will still continue to be a valid AvPlan user, but will not have access to any of the subscriptions associated with the group.
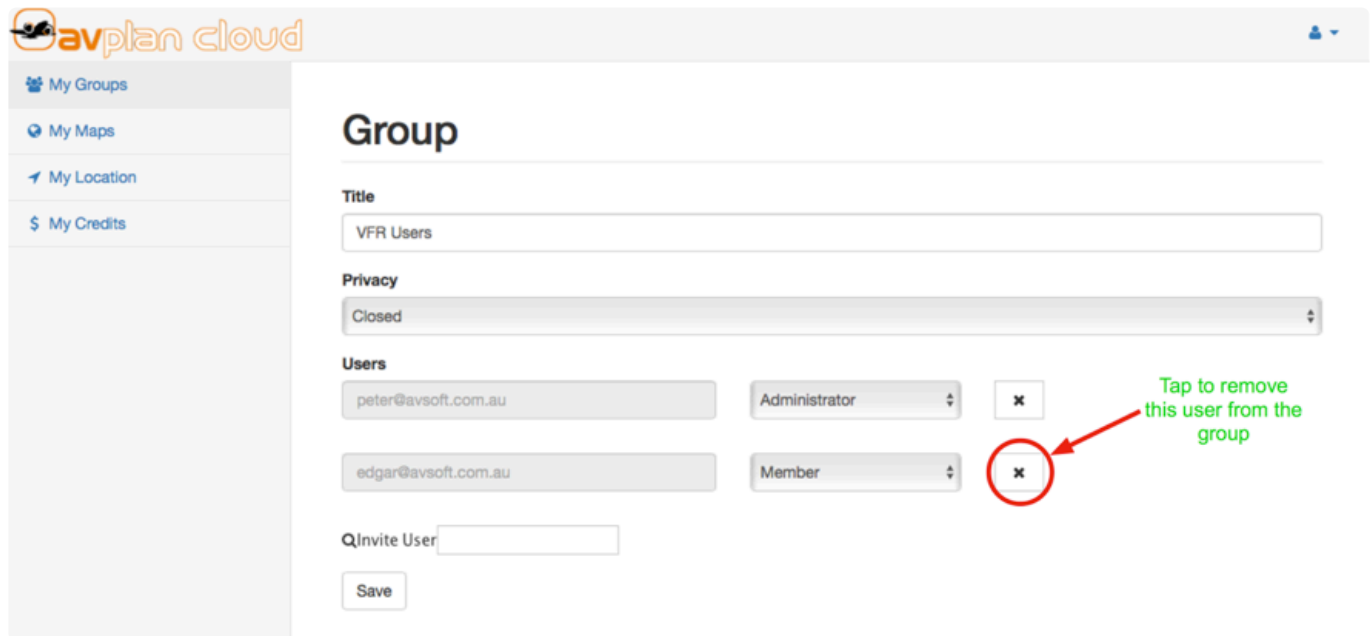

Figure 3. Remove user from a group control.

1.3. User Devices

The Devices option provides a means of viewing AvPlan aviation data on devices used by members of the specified group. Given the requirement to make sure pilots are using current charts and data, this mechanism gives you the ability to view the data loaded per device and inform pilots of the requirement to update device data.

To access the devices screen tap/click the Devices button (Figure 4) associated with the group to wish to view.

Figure 4. Tap Devices button to access Devices screen.

On opening the Devices screen will list all of the devices associated with the users that are members of the group (Figure 5). A row is displayed for each device. If the row color is a pale green all of the data currently on the device is up to date, i.e. consistent with the latest version of the data or the specified template device (see Adding Template Devices). If the row is a pale red color, one or more data items on the device are not up to date relative to the reference device.

Figure 5. Devices screen showing all devices used by group members.

1.3.1. Viewing User Devices

To view the details of the current data status of a device tap on the information icon on the left-hand side of the row. The window will then drop down a list of data items with the background row color coded on the basis of whether the data is up to date, namely:

- Pale Green – Data is up to date or consistent with template device
- Pale Red – Data is not up to date or consistent with template device

Figure 6 below shows the drop down list of data items after selecting the AvSoft iPad mini row from the list of group devices.

	AvSoft iPad mini	peterderrick2@icloud.com	iPad4,5	7.5.257	navdata-1802-1	2018-02-13 04:20:22Z
AUS Other					MISSING	
Indonesia					PENDING	
Queensland					PENDING	
South Australia					PENDING	
South East Australia					PENDING	
User Maps					OK	
Worldwide Other					OK	

Figure 6. Data status for a specific device and its component data.

1.3.2. Adding Template Devices

As a way of managing data consistency across devices, the device management page gives you the option of designating one of the devices as the template device. The template device is used as a comparison device for all of the other devices in the group. This is particularly useful when non-standard data such as User Maps are used by the group. The list of User Maps will serve as the standard list of User Maps that should be available on each of the devices.

To create a template device simply tap/click on the Mortarboard icon on the associated device row. After confirming the action, the template device section at the top of the Devices screen will show the selected device as the template device for the group (*Figure 5*).

1.3.3. Additional Device Data

It is possible for group devices to have additional data loaded relative to the template device, as AvPlan EFB doesn't restrict the data items being downloaded by users. In such situations the device data list will display the status of the template data as well as the additional data.

1.4. Map Data Management

User maps are created and managed via the My Maps option on the AvPlan Cloud options list. Simply tap on the list option to display your current maps. From the list displayed you can review, add, modify and delete your map data.

1.4.1. Adding New Maps

To add a new map, simply tap the *New Map* button at the top right of the map list. In response the page will display the map details page where information about the new map can be entered.

The data entry fields, controls and the data requirements are as follows:

Field/Control	Description
Name	The name of the map that will be displayed in your cloud map list and in the *User Charts* map list in AvPlan EFB.
Groups	Tap the *Add* button once for each group the map is to be associated with and enter a group name in the filed provided. Associating the map will a group will give all of the users that are members of that group access to the map. *Note, you will have to need to know the name of the group you are entering as there is no group list selection.*
Map File	Use the Choose File to select a map file from your computer. Map files must conform the following specifications: 1. Must be geo-referenced 2. Can be of the file types : PDF, PNG or TIFF 3. Must NOT be geo-referenced using the Geodetic transform. All other transforms are acceptable.

Once all of the information has been entered, tap the *Save* button to start the upload and conversion process. The time taken to process a map file will vary based on size and resolution of the data. During the processing stage the map entry in the map list will show the status of map processing. There are 3 processing states, namely:

State	Description
Processing	The map is being processed by the AvPlan cloud server.
Ready	Map processing has completed. The map can now be viewed by tapping on the *Show* option or downloaded to the AvPlan EFB app.
Error	An error occurred during processing. The reasons are typically either the file uploaded was corrupted, the file did not conform to the required specification or the file was too large to process. If unsure about the possible reason, please contact AvSoft for further assistance.

Once the map status is shown as *Ready* you can review the processed map by tapping the *Show* button in the map row.

1.4.2. Adding and Removing Groups From Maps
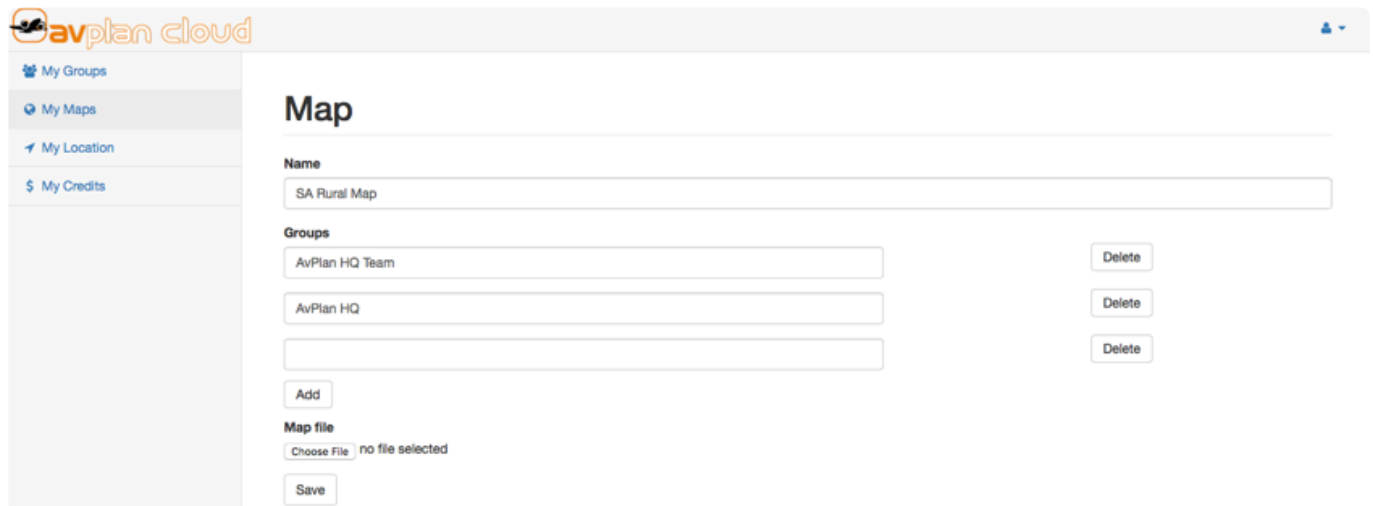
To add or remove a group from a map, tap on the associated Edit button in the map row.

- For each of the currently assigned groups the group name will be displayed along with a *Delete* button to the right. Tap on the *Delete* button to remove access for the associated group.
- To add a new group, tap on the *Add* button and enter the new group name in the field provided.

1.5. Access Management Models

As pilots come and go from an organisation, the organisation needs a reliable mechanism to grant and revoke access to their group subscriptions. The following paragraphs provide guidance on how to manage individual pilots access in a group subscription environment.

Group Subscription Access Models

The following access models can be used by an organisation to control access to their group subscriptions. The mechanism used should be chosen on the basis of how it matches existing organisational processes for device and software management.

- Organisational controlled device provisioning
- Controlled organisational usernames
- Pilots personal *AvPlan EFB* username

Organisational Controlled Device Provisioning

Tablet devices are provisioned by the organisation and either provided to pilots or assigned to specific aircraft. In this instance the device is the property of the organisation and configured using organisation specific *AvPlan EFB* usernames. For example, the airline XYZ may have a 10 pilot group subscription and a pool of usernames *efb1@xyz.com.au* through to *efb10@xyz.com.au*. The XYZ devices are configured using the specified *AvPlan EFB* usernames and provided to the XYZ pilots.

The advantage of this method is that when a pilot leaves the organisation the device(s) are handed back and can be re-issued to the replacement pilot(s). However, this does require that the organisation has a designated role of EFB administrator. The EFB administrator in this instance is responsible for configuring the devices, tracking their location and keeping track of group subscription use.

Controlled Organisational Usernames

In cases where pilots provide their own devices, the organisation provides an *AvPlan EFB* username that enables access to the organisational group subscriptions. As in the previous access model an EFB Administrator is required to manage the organisational usernames. A pool of standard usernames or pilot specific usernames can be created for each pilot joining the organisation. For example, pilot John Smith joins the airline XYZ. The EFB administrator creates the user john.smith@xyz.com.au and adds the username to the organisations group subscription group.

The advantage of this method is that the organisation is not providing the devices – just the usernames. In this case it is incumbent on the pilot to remove the pooled username from their devices when they leave. However, the administrator could change the password on the usernames provided to the pilot or remove the username from the group subscription in order to revoke access.

Pilots Personal *AvPlan EFB* Username

Pilots provide their own device(s) or use the organisations devices with their own *AvPlan EFB* username. In this instance the EFB Administrator adds the pilots own *AvPlan EFB* username to the organisations group subscription group. Once entered, the pilots username inherits the group subscriptions in addition to their own private subscriptions (if any).

The EFB Administrator in this instance may only be concerned with adding and removing pilot usernames from the group subscription group as pilots come and go from the organisation.

1.6. On-Boarding Group Subscription Users

What are Group Subscriptions

AvPlan-EFB Group Subscriptions are purchased and managed by Airlines and other organisations with large numbers of pilots. Instead of purchasing individual subscriptions on a per pilot basis, organisations can purchase Group Subscriptions that can be used by tens or even thousands of pilots at a time. Access to Group subscriptions can be controlled by organisations using the AvPlan Cloud platform giving them the flexibility to add and remove pilots as required.

The following pages detail how pilots can download and configure AvPlan EFB in a Group Subscription environment.

Getting Started

The steps required to get up and running with AvPlan EFB can be summarized below. If you are downloading the app for the first time then Step 1 & 2 are all you'll need to perform.
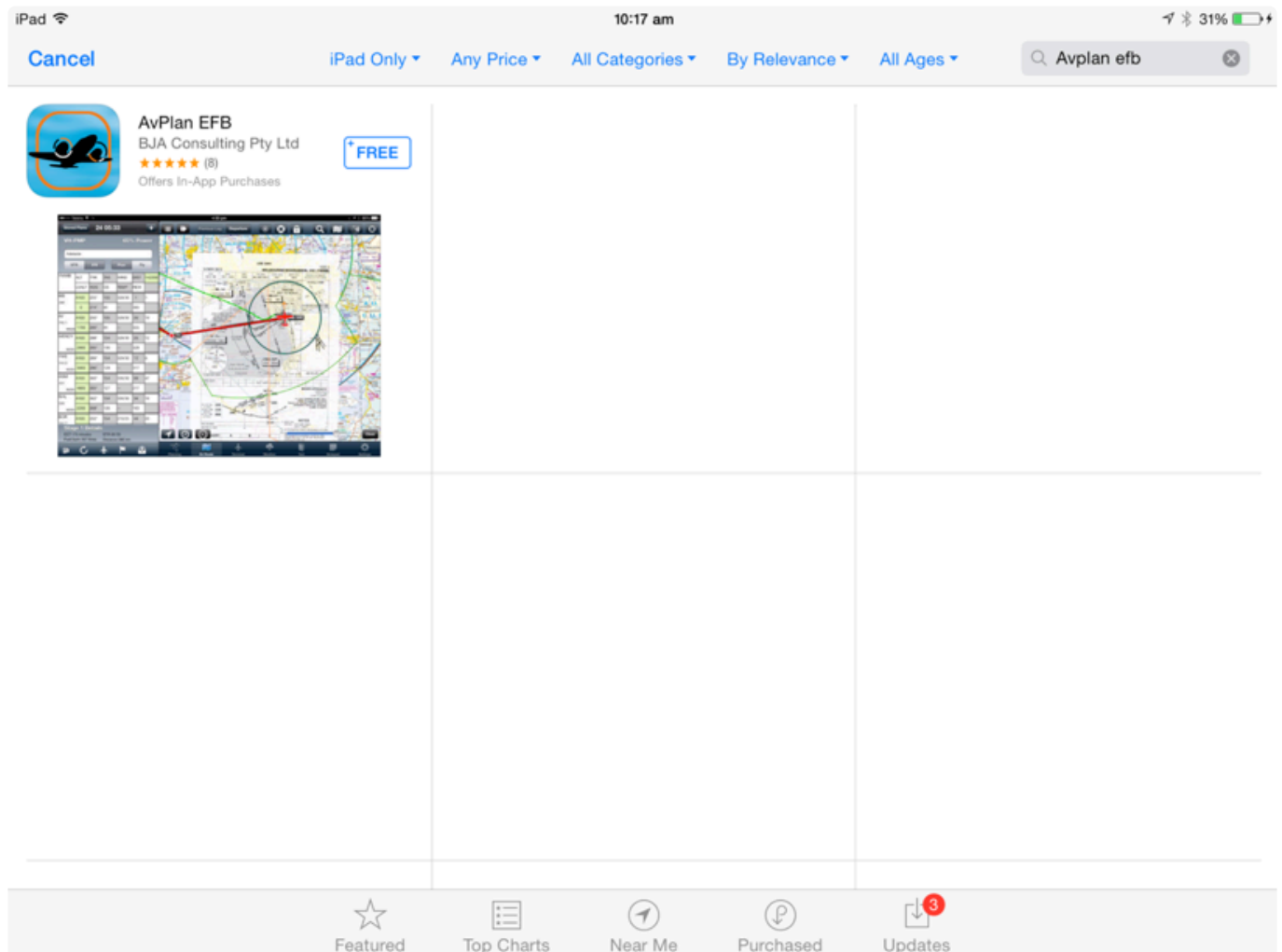
1. Download the AvPlan EFB app from the iTunes app store
2. Configure your AvPlan EFB account
3. Provide your credentials to local group administrator to get access to the group subscriptions
4. Watch the On-Line Video tutorials
5. Connect your device to the AvPlan Cloud

The steps are discussed in more detail in the following pages.

1.6.1. Downloading the AvPlan EFB App

The steps required to locate, download and to get up and running with *AvPlan EFB* are detailed below. Follow the steps as detailed and you should be flight planning in a matter of minutes.

1. Open the App Store app on your iPhone or iPad.
2. Tap on the Search options and enter the search term "AvPlan EFB". You should get a result similar to the one below.

3. Tap the FREE button to download the *AvPlan EFB* app to your device.
4. If or when prompted by iTunes, enter your iTunes credentials. Once authentication has been completed the FREE button will be replaced by a download progress icon.
5. Once downloaded and installed, the download icon will change to the text OPEN. Tap the OPEN button and AvPlan EFB will start.
6. Given it's the first time the app is being run, you will be asked to accept the *AvPlan EFB* Terms and Conditions of use. After acceptance, the app will prompt you again for the geographical area(s) where you fly. Tap the appropriate geographical area(s) and action accordingly.
7. The next 2 steps are optional and can be completed at a later time.

- You will be prompted to Sign-In with an existing *AvPlan EFB* User Login or Sign-Up by entering an e-mail address and a password of your choice. If you press Sign-Up a new *AvPlan EFB* user will

be created which you can use to login to the *AvPlan EFB* website to make purchases and access other information.

- The app will prompt you to enter basic information about the type of aircraft you currently fly. If you don't know the details or would like to enter the information later, you can skip this step.

8. That's it!! The app is installed and ready to use.

> ✳ As a next step, we recommend that you take the time to read the *AvPlan EFB Quick Start Guide*, which can be downloaded to the app. To access, simply tap the *Text* control at the bottom of the *AvPlan EFB* display and swipe from right-to-left until you see the *Documentation* pane. The quick start guide is the first document listed. Tap the documents name in the list to start the download. The document will open automatically when the download completes.

1.6.2. Watch the On-Line Video Tutorials

The *AvPlan EFB* website (www.avplan-efb.com) hosts introductory video tutorials to help you understand some of the app concepts and functions. You can find the video tutorials by navigating to the website and then tapping *AvPlan* on the main web page menu bar and selecting Video Tutorials. Further video tutorials and recorded *AvPlan EFB* webinars can be accessed via the AvPlan EFB You Tube channel (AvPlan Channel).

1.6.3. Create your AvPlan EFB login

You can create your *AvPlan EFB* login from with-in the app. To do this, navigate to the Username screen of *AvPlan EFB* app by taping Settings followed by *User Settings* followed by *Username*. Under the MY ACCOUNT heading add your chosen username (your preferred e-mail address) and a password and once entered tap the Sign-Up button. This will create your *AvPlan EFB* login credentials to use for all your subscriptions purchases, to set up additional devices and for correspondence.

1.6.4. Purchase Subscriptions for AvPlan EFB

> ✳ To purchase Group Subscriptions contact the team at *AvPlan EFB* to detail and discuss your subscriptions requirements (Tap Here). If you are interested in purchasing individual subscriptions you can follow the steps detailed below.

Purchasing Subscriptions On-Line

When you are ready to purchase your subscriptions go to the *AvPlan EFB* website (www.avplan-efb.com) and tap on Shop the on the main web page menu bar. A pop-down menu with subscription options will be displayed. Select the region of the world where you plan to fly and the subscription options for that region will be displayed.

For each of the regions there will be a selection of subscription types to choose from. The subscription types include flight rules as well as other subscriptions to enable additional functionality as well as access to additional data sources. The base subscription requirement covers VFR flying from which you add the additional subscription options you need. For example, if your flying includes IFR flights you will need to purchase the IFR subscription to activate the IFR app functionality.

After you've made your purchases the subscriptions are saved in the *AvPlan EFB* cloud. The next time you start *AvPlan EFB* and sign-in, *AvPlan EFB* will go to the cloud and grab your subscriptions. The subscription details will be loaded onto your device to enable all of the functionality available for the

specific subscriptions.

1.6.5. Connecting Devices to the AvPlan EFB Cloud

To backup flight plans and your aircraft models and to synchronize them across multiple devices, connect your devices to the *AvPlan EFB* cloud. To enable cloud services tap *Settings* followed by *User Settings* and scroll down the section labeled AVSOFT CLOUD SERVICES.

To enable Flight Plan and Aircraft model synchronization, tap to tick the Sync Flight Plans and Sync Aircraft settings.

AVSOFT CLOUD SERVICES

Sync Flight Plans	✓
Sync Aircraft	✓

2. Further Help & Assistance

If you need any help or have an issue or question please don't hesitate to get in touch via the following mechanisms:

1. E-Mail – Write to support@avplan-efb.com
2. Goto Contact at www.avplan-efb.com and select the appropriate contact mechanism from Telephone (03) 8370 3024, E-Mail or Help Desk.
3. During business hours use the live chat function at www.avplan-efb.com

We are here to help.