

MyFBO.com Document Control

MyFBO.com Pictures and Documents On File Feature



MyFBO.com

Doing BUSINESS for General Aviation

926 Main Street
Danville, VA 24541

434-793-6800
support@myfbo.com

<http://myfbo.com/>

Documentation Control Features - MyFBO.com

What is MyFBO.com Document Control?

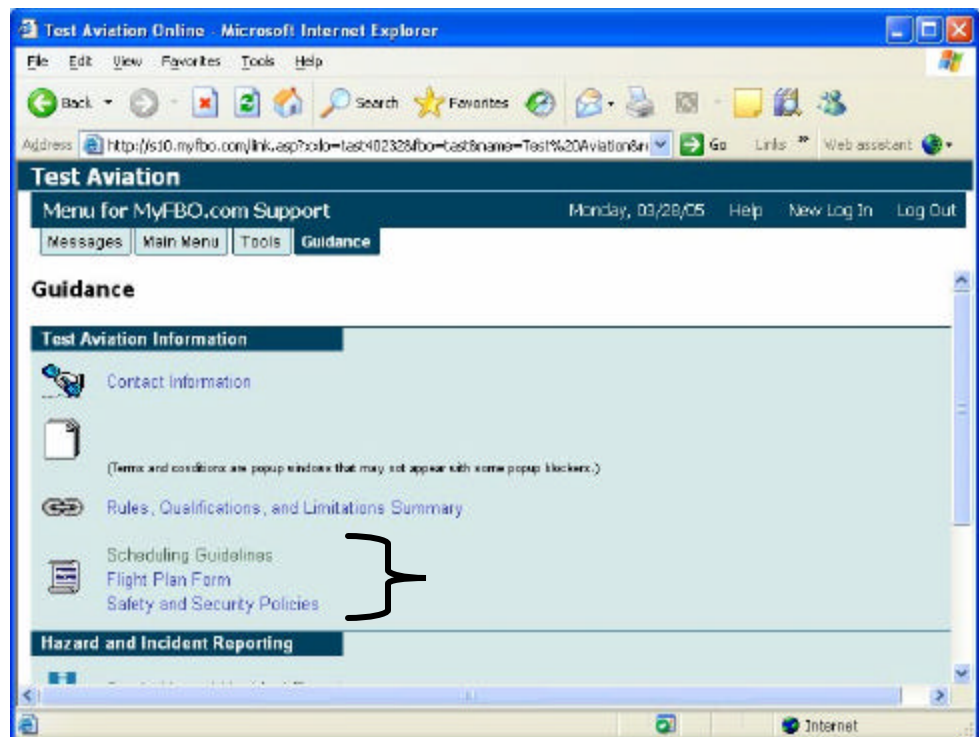
The MyFBO.com Online System allows Subscribers to keep and distribute documentation on file. In the post 9/11 world of skyrocketing insurance costs, security threats, and TSA document verification requirements, having easy access to pictures and documents on file is a must. The MyFBO.com System has three integrated features for maintaining documentation on file:

1. Policies and Procedures Feature
2. Pictures and Documents on File
3. Required Reading

Policies and Procedures Feature

Documents uploaded under policies and procedures are displayed for staff on a Company Menu and for customers under a "Guidance" tab. Policies and procedures are generally reference documents. Customers and/or staff are not "forced" to read them. In addition to procedures and guidelines, this feature may be used for blank company forms, advisory circulars, etc.

MyFBO.com is the only Aviation Management System you'll ever need.



Example Policies and Procedures - Customer Menu Guidance Tab

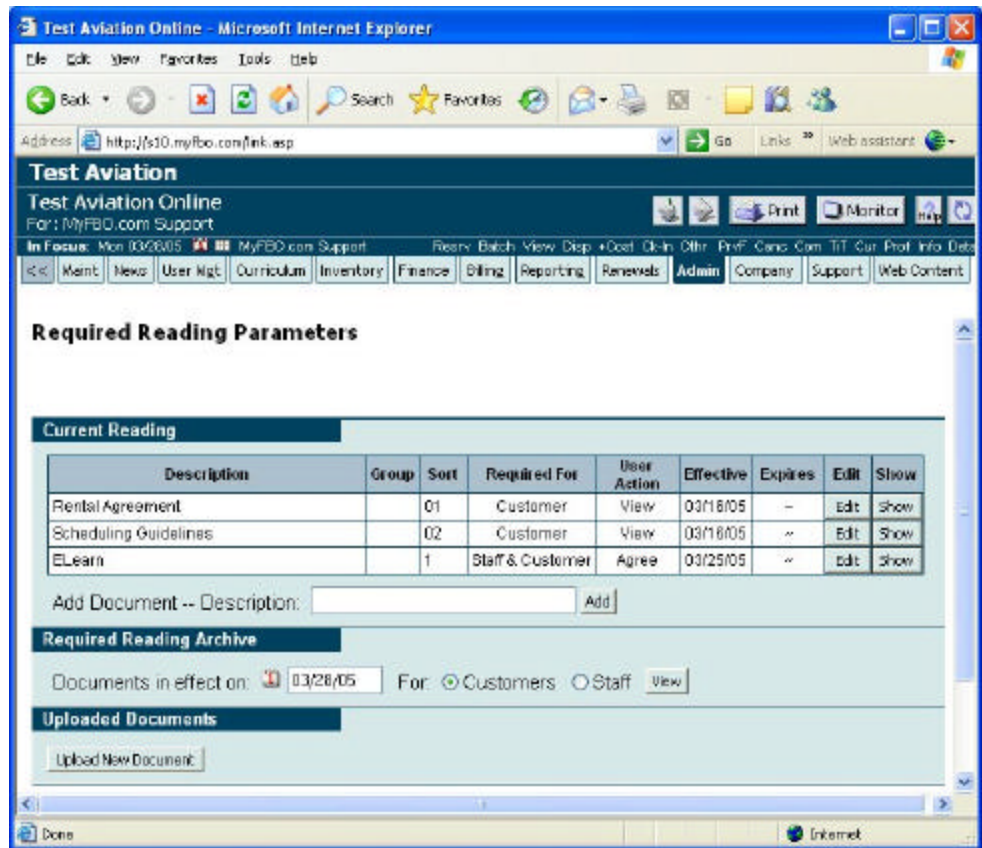
Pictures and Documents on File

The Picture and Documents on file feature is user specific. Each user of the system can have a set of pictures and documents associated with their record. This feature is commonly used to keep customer photos and records. The Pictures and Documents on File feature can also be used as storage for TSA Document Verification.

Required Reading

Required reading allows the upload and storage of documentation. In addition to storage, required reading controls distribution and "forces" users to read the documents before they are able to be scheduled or dispatched. System Administrators have a required reading control panel that allows document update, re-distribution of updates, reporting, and control effective dates. Once a user has read the required reading a record is kept of the date read.

Improved Recordkeeping Equals Reduced Costs, Improved Safety, and Enhanced Security.



Required Reading Control Panel (Parameters)

Why Store Documents Online?

- Improved Recordkeeping = Reduced Costs
- Improve Safety
- Enhance Security
- Avoid Lost Data
- Aviation Management System Integration Ensures Documents are on File and Up to Date