

Centrik v4 - v5 Differences Guide

Version 1.2

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System Overview – Dashboard, Actions

Centrik 5 design

The first obvious difference before and after logging in is the overall look and feel of the interface. For example, there are noticeable colour and font changes to improve usability and accessibility. It's a completely fresh style that aligns with other products in the TrustFlight suite.

	Log in to Centrik for TrustFlight. Username Username Username Corport protection
Centrik	
Part of: TrustFlight	This website and all included software are subject to copyright. All rights reserved. Copyright © 2013-2024.

IMP TrustFlight	Sashboard			ansa Currentes :
Destinant	Personal deshboard Module dashboard Module summa	γ		E: Show legend
🖉 Documents				C Show settings
H Events	📑 Workflows 🗉	😭 Compliance - Checklists and Schedules 🛛 🗄	🔹 Safety 🗄	Compliance - Surveys
🛒 Handover	Workflows (14)	Audits (59)	All open cases (18)	Surveys (4)
e selvy -		\frown	\frown	Working from Home Employee Engagement Survey
🖹 Compliance 🗸	14 • In Progress (5)	59 Ok (46)	18 Assess (3) Investigate (3)	Staff Assat List
U Martings	Overdue [3] Overdue [3] Overdue [1] Overdue [3] Overdue [Due [3] Overdue (10)	Act (1) Beady to Close (11)	Actions I01
- Wondows -				Vew actions
A ===	Actions (8)	Findings (15)	All open MORs (14)	
f Ephymere	View actions	Actions (2)	Submit MOR (3)	
5 hores		Vew actions	Follow Up (3)	
🖝 Talkg 🗸 -			Actions (5)	N
Devices			Vew actions	Lef.
g ^a Config				
😰 Contacts	Equipment II	Compliance - Third Parties	Meetings II	
	composite checks to	Avera Ior	nceeung ourieduite (12)	
ili sitest .				
•E Cuthque menu	(1) checks	6 scheduled	scheduled	
Centrik	• CK (1)	• CK 150	Overdue (8) Scheduled (4)	

Personal dashboard

After logging in, the first screen shown is the Personal dashboard tab. Formerly a section on the Centrik 4 home screen (Personal Status), this new dedicated tab makes it clear and simple for users to immediately see any outstanding or upcoming tasks assigned to them.

The 'Personal dashboard' also comes with improved visual indicators / instructions, filter and search functionality.

IMP TrustFlight	5 Dashboard	GD Julia Smith :
Si Dashboard	Personal dashboard Module dashboard Module summary	
 Documents Safety 	My tasks 🕲 🗓	+ Add Action
Compliance	Decuments tasks Eaflery tasks Read document Complete action (1)	
g ^a Config	Due date: Al time v C: Status: Al v E: Task: Al v Q: Type: Al v O: Module: Al v G: Assigned to: Al v	Search tasks Q
D Contacts	Moture • Task • Title • Duardate •	Assigned to •
	Documents - Docutions Rest document RE Encoderer [22 Eek 2023]	IS lobe Smith
	Balan Salari Balan	H Ma Callo
	Serviry Serviry Complexe ection SMS-000006 "Serviry regions Action at Mary 2024	us John Smith
■ Bapon - - Composition nerv Comptific k		
Demonal deckboard	Hadda dashbaard - Hadda summar	
- croonar dasmooard	moune sensores moune sensitility	
My tasks 1 1		+ Add Action
Documents tasks	Safety tasks	
Read document	Complete action (1)	
L		
Due date: All time		Search tasks Q
Module *	Task • Title • Due date •	Assigned to *
Documents - Ground C	perations Read document PPE Procedures 22 Feb 2024	JS John Smith
Safety - Safety	Complete action SMS-000006 - Safety Report Action 31 May 2024	JS John Smith
Showing 1 - 2 of 2		

Module dashboard and Module summary

If 'See Dashboard' access rights are granted, users still have oversight of the appropriate modules, however replacing the 'Module Status' area in Centrik 4 are two new tabs:

- Module dashboard
- Module summary

The Module summary is the same view as before, whereas the module dashboard is completely new, made up of graphical and insightful widgets, representing data in the respective modules. The widgets provide "at-a-glance" information but are also interactive, allowing users to view associated tasks and actions.

🚦 Dashboard				
Personal dashboard Module dashboard Module summa	ry			
Compliance - Checklists and Schedules	Compliance - Surveys	ii 😽 Equi	pment	=
Audits (59)	Surveys (6)	Equipme	ent checks (1)	
59 scheduled • Ok (46) • Due (3)	Working from Home Employee Engagement Survey Staff Asset List 		1 checks	
Overdue (10) Findings (15)	View actions	Defects	• Ok (1)	_
Actions (2)		Actions	(0)	
View actions		View acti	ions	

Dashboard							
Personal dashboard Module	e dashboard Modu	ie summary					
Compliance Module		Ø Document Management System	stem	🃂 Equipment		💕 Forms Module	
Compliance		Flight Operations		Status		Forms	
Internal Audit	11 3	Airfield Briefings	11	Aircraft	1	Workflows To Start	1
External Audits	53	Late Readers	(48)	IT Equipment		Workflows In Progress	5
Compliance Monitoring	(4)(6)	Notices		GSE			
Compliance Monitoring	000	Manuals		Vehicles		Training: administration	
Findings Corrective Action Plans Required	1 10	Certificates		Defects		Administration - qualifications	
External Findings Open	000	View all ~		View all V		Mandatory Items	
External Findings	000	Ground Operations		🐑 Safety Module		Add-Ons	
Corrective Action Plans Required	3	Late Readers		Safety		View all ~	
Actions	2	Ground Ops Manuals		Case Drafts	1	Status	
Compliance Monitoring Findings		Procedures		Case to assess	(3)		
Corrective Action Plans Received		View all ~			0	ァ Training: technical	
External Findings				NIUTI3	• 10		

The introduction of widgets in Centrik 5 offers advanced customization. Each one can be enabled / disabled with a single click (within Show settings) and they can be 'drag and dropped' into distinct positions, allowing users to create their own personalized layout.

		() Show setti	ngs
ance	Das	hboard Config	
	***	Compliance - Checklists and Schedules	
	11	Compliance - Third Parties	
igage		Equipment	
.ist	11	Compliance - Surveys	
		Safety	
	11	Meetings	
	11	Workflows	
	11	Documents	
	11	Risk	



Task List Enhancements

We've enhanced the Centrik 5 dashboard with a new **'Tasks Assigned'** view. This update ensures full parity with the legacy v4 personal dashboard and provides a clearer overview of tasks, actions, and delegations assigned to others.

Additional improvements include:

Task List Export – Users can now download their task lists and open them in Microsoft Excel or Google Sheets.

Workflow Task Display – Improved visibility of workflow-related tasks, allowing users to understand task context at a glance without drilling into the workflow module.

TrustFilght	E Dashboard				📮 🖨 📢 сн	Colin Harley Centrik User
E Dashboard	My tasks Tasks assigned Module da	ashboard Module :	ummary			
Applications	Tasks I have assigned to others	1 6 1				+ Add Action
Registry R Regulator ~	Meetings tasks	Quality tasks	Risk tasks	Personal Actions	Workflow tasks	
Documents	Documents tasks	Regulations tasks				
╉ Events Ø Safety ~	Assigned action	Assigned action				
🖹 Compliance	🗇 Due date: All time 👻 🔘 Status: All 👻	☉ Module: All v	⊗ Assigned to: All		Search tasks	Q
😲 Meetings 🗸	Module +	Task +	Title +	Due date +	Assigned to +	
- Workfows	Workflow	Assigned action	-000004 - GHA - A/C differences training	▲ 24/05/2024	James Cummins	>
	Risk - Risk	Assigned action	-000004 - PR Comms plan	29/05/2024	Tracy Fosters	2
🛦 Risk	Documents - Flight Operations	Assigned action	-000001 - Training Manual Update Required	▲ 31/05/2024	Suzie Jones	$\mathbf{\Sigma}$
🔎 Equipment 🗸	Quality - Internal Audit	Assigned action	-000001 - Implement PPE Roadshows	31/05/2024	Suzie Jones	۲
	Regulations	Assigned action	-000001 - Upcoming change to Regulation	A 31/05/2024	Suzie Jones	•
Porms v	Risk - Risk	Assigned action	-000003 - Training Manuals update	▲ 31/05/2024	🕗 Suzie Jones	2
🗢 Training 🛛 👻	Risk - Risk	Assigned action	-000002 - Training to be updated	31/05/2024	John Barron	>
Devices	Workflow	Assigned action	-000002 - GHA Training Records check	31/05/2024	James Cummins	2
	Personal Actions	Assigned action	-000020 - Upload Training Certificates	▲ 30/06/2024	Suzie Jones	2
← Collapse menu	Meetings	Assigned action	-000001 - Support Documentation	31/07/2024	🔰 John Barron	>
Centrik	Showing 1 - 10 of 25		Show more		items per	page 10 v

Navigation menu

The main navigation menu has moved to the left-hand side of the screen. The menu also introduces the new way to access subsystems. Subsystems were formerly visible as tabs *after* a module was selected, however the tabs now represent different functions available in each subsystem. Overall this makes navigating a lot quicker, because you previously had to return to the module landing page to access those functions.

The menu also offers collapsible functionality, offering more screen space to work.



Action indicators

To improve the previous offering of red, yellow and green circular indicators, shapes have been designed to go alongside actions. Users can control whether or not to enable this mode (Accessibility mode) through account settings, which can be found by clicking the username in the top right corner. Note that a legend has been added to the Module dashboard and Module summary tabs, which describes the meaning of each shape.

reased dealshaard Medula dealshaard	Madula summary
rsonai dashboard Module dashboard	Module summary
Compliance Module	Ø Document Management System
Compliance	Flight Operations
Internal Audit	3 Airfield Briefings
External Audits	3 Late Readers
Compliance Monitoring Findings Open	6 Notices
Compliance Monitoring	Manuals
Corrective Action Plans	10 Certificates
Required	View all ~

Legend	1		>
E Iten	n status		
🛕 Item i	s overdue	🔺 Item is due soon	Vitem is closed
🛦 Item i	s due imminently	Item is open	
Act	ion status		
O Actio	n is require attention	Action is in progress	Action is overdue
Actio	n is open	Action is pending	Action is completed
_	n is closed	Action is on hold	Action is rejected

Links

Quick links to Safety reports or external links (configuration required) were previously accessible from the left of the screen in Centrik v4, in Centrik v5 these can be found in the top menu bar.

IMP TrustFlight	5 Dashboard					Colin Harley Cartris User
Deshboard	Personal dashboard Module dashbo	ard Module summary				
L Applications	My tasks 🛕 45 💽 21 🔲 3 📳					Add Action
B Registry					1. In	1.1.1.1.1.1.1
Ø Documents	Compliance tasks	Safety tasks Chase action (4)	Meetings tasks Chase action (9)	Workflows tasks Complete	Documents tasks Read document	
et Events	Chase action (2)	Assess report (7)	Close action 11	Complete step	(2) Review document (2)	
Handover Handover				Chase action [1]	Chase action (1)	
🔮 Safety 👻				Close action (1)		
Compliance -	Risk tasks	Forms tasks	Personal Actions tasks	Regulations tasks		
🤑 Meetings 👻	assessment (2) Close action (1)	16)	Chase action (2)	Chase action 18		
Workflows *	Chase action (2)					
A 198						
🔑 Equipment 🔷 👻	🖞 Due date: Al time 👻 🔘 Status: A	t 👻 📑 Task: Alt 👻 🖓 Type: Alt 👻	O Module: All + O Assigned to: All +		Search tasks	Q
🗎 Tasking 🚽	Module -	Task • Title •		Due date *	Assigned to +	
	Forms - Flight Operations	Complete report 000001 - F	kew Starter Form	a 03 Jul 2023	CH Colin Haney	(2)
Care Marine Co.	Meetings -	Chase action -0000003 -	Module impacts	🛕 30 Apr 2024	\$M Simon Melland	2
- College menu	Quality - Internal Audit	Complete audit CM-2024	009 - PPE Audit checklist	🔺 30 Apr 2024	CH Colin Harley	(5)
	Quality - External Audits	Complete audit EXT-2022	003 - SAFA/SACA Inspections	🔺 30 Apr 2024	CH Colin Hartey	3
Centrik	Documents - Flight Operations	Review document Aktield Op	s Chart - Blackpool Airport	A 01 May 2024	CH Collo Harley	3
warpt WebFurn, DoPostlack's	ithOptions(new WebForm_PostBackOptions("2502(MainContant)	Nexholder\$MyTa.		(* m +		61

Clicking on the links icon will display a list of selectable options to choose from.

IMP TrustFlight	E Dashboard				E CH Colle Harley Certe Liver
Deshboard	Personal dashboard Module dashbo	ard Module summary			Links New Safety Bennet 70
Applications					EASA Dervictions (2)
Registry	my tasks (21) (21)				Toutlan M
	Compliance tasks	Safety tasks	Meetings tasks	Workflows tasks	Documents tasks
Documents	Complete audit	Chase action (4)	Chase action (9)	Complete workflow (2)	Read document
Events	Chase action (2)	Assess report (7)	Close action (1)	Complete step	Review
Handover				14/	Occument (2)
				Close action (1)	
Safety -	1				
Compliance *	Risk tasks	Forms tasks	Personal Actions tasks	Regulations tasks	
Meetings +	Complete assessment (2)	Complete report	Chase action (2)	Chase action (1)	
	Close action (1)				
Workflows -	Chase action (3)				
Resk					
Eastament Y	[] Due date: Al time + C Status: A	I + B Task: All + G Type: All + 6	Module: All + @ Assigned to: All +		Search tasks
Tasking *	Module -	Task • Title •		Due date +	Assigned to +
Porma 👻	Forms - Flight Operations	Complete report 000001 - New	Starter Form	Inc so 🛦	2023 CH Colin Harley
	Meetings -	Chase action -000003 - Mos	lule impacts	🔺 30 Apr	2024 SM Simon Mailard 😥
Collapse menu	Quality - Internal Audit	Complete audit CM-2024-009	PPE Audit checklist	Apr OE	2024 CH Colin Harley
	Guality - External Audits	Complete audit EXT-2022-003	- SAFA/SACA Inspections	A 30 Apr	2024 CH Colin Harley (>
Centrik	Documents - Flight Operations	Review document Airfield Ops Ch	art - Blackpool Alrport	A OT May	2024 CH Colin Haney (5)

Module dashboards

Like the functionality previously described for the 'Personal dashboard', each module also offers a dashboard, showing users any tasks they have that are relevant to that module.

Equally, users can customize this view, toggling widgets on / off and moving them around.

Also, important action buttons are always present as tabs, along the top of the page, reducing navigational 'clicks'.

IMP TrustFlight	Compliance - Compliance			🔮 🚳 📢 Jo James Currinities 🚦
Si Destevent	Dashboard My audits 🕤 My findings Checklists	schedule Findings Actions (2) Heatmap	KPIs Change requests (s)	
/ Documents	Findings (14)	Third Party Audits View third parties	CAMO Audit (33) View checklists	Internal Audit (4) View checklists and schedules
H Evens	Created		\frown	\frown
🖬 Hendover	Released	6	33 • 0x (28)	4
€ selvy -		scheduled	scheduled • Due (3) • Overdue (2)	scheduled • Ck (2) • Overdue (2)
Compliance ^		• 04.160		
Compliance		Findings (3)	Findings (0)	Findings (11)
		View findings	View Endings	View findings
Regulations		Actions IDI	Actions (0)	Actions (1)
Regulation Amendment:		New orders	View actions	View actions
Reference Data & Ana		Vew actions		
Q Montings				
🗄 Woldows 🗠	My tasks (A1) (2			
A ===				
€ issioner	Complete autor (2)			
at	C) Due-date All time + C: Status All + El Task All +	G Tupe All + @ Assigned to: All +		Search tasks
		a appendix a second de las de las		Concerning of the
🔶 Tuining 🔍	Task • Title •		Due date +	Assigned to *
	Complete audit CM-2024-009 - FPE Audit checklist		▲ 30 Apr 2024	30 James Cummins
• Collegele menu	Act on finding 2022-001 - Accountable Manager no	t documented in company manualis	• 31 Oct 2024	JC James Currenins >
Centrik	Complete audit CM-2024-018 - Management Audit N	tay 2024		30 James Currenins >

Screen space

Similar to the collapsible menu feature, designed to take up less space than a fixed menu, you will discover new hover functionality, for the same purpose. For example, fields like 'Created by' and 'Assigned by', which formerly captured a user's full name and sometimes had a whole section dedicated for this information. Now you

will see a small circle with initials inside and when you hover your mouse over it, the full name will be displayed. We will highlight more examples of this throughout the differences documentation.

IMP	🖉 Docum	nent - Aircraft Manual A	PR24			
25	Documents da	ashboard / Flight Operations	s / <u>Notices</u> / Do	cument - Aircra	aft Manual APR24	
Ø	Number	Title	Туре	Created by	Created On	Time
¢	3	Aircraft Manual APR24	Operational	SJ	29/04/2024	14:00

Rich text

Rich text formatting has been introduced in Centrik 5. This offers enhanced styling features to basic text, including various formatting elements such as bold or italic text, lists and links.

riptio	n												
ription o	ofaction	to be ta	aken (if i	equired) (a	ptional)								
Н	в	Ι	S	_	66	6		≔	1 <u></u>	<u></u>	4-	=	
Act	ions	s for	03	JUN									
Hand	lover	from		ning or	erati	on.							
riarie	10101	non	1040	ning op	Clat	011.							
Do not	allow c	ustom	er Smit	h to trave	l until p	roof of	payn	nent c	onfirm	ed.			
 DQ004 Arriving 40 minutes late 													
 Perimeter road closed - staff may arrive late 													
 Per 	imeter	roau c	10300	9.011 maj		1010							

Editable fields

Users no longer need to select the 'Edit' button every time changes are required. It is now possible to click directly on an editable field to move to 'edit mode'. Once the changes are made, the 'Save' button needs to be clicked as per usual process.



Actions

From the Personal dashboard, users will have access to an 'Add Action' button on the right. Selecting this opens the familiar 'New Action' page, but now a more consolidated view, with fewer sections, meaning less clutter.

🚦 Dashboard					GD JC James Cummins
Personal dashboard Module dashboard Module dashb	board Module summary				+ Add Action
Documents tasks Read document (3)	Workflows tasks Complete workflow (1) Complete phase (1) Complete step (1) Complete action (2)	Meetings tasks Chose action Complete action 13 Action 13 Action 13	Safety tasks Assess report (3) Chase action	Personal Actions tasks Chase action	Compliance tasks Complete audt (2) At on finding
Risk tasks Complete assessment (1) Continue assessment	Training tasks Sign check (2)				

Dark mode

Dark mode can now be toggled on / off within Account settings. If users are sensitive to bright lights, or continually work in low light conditions, there is now an option to customize.



Other changes

• Clearer delete prompts. Delete prompts are more centralized and obvious, which may hopefully reduce items being deleted in error.

Delete contact?
Are you sure you want to delete this contact?
û Yes No

• Changing ordering. The function of reordering items (for example audit checklist or meeting items) now uses a different icon. Formerly a vertical double arrow, it is now a symbol with 6 dots.

Columns					
+ Add					
Plural / Title	Singular	Hover Text	Contents	Actions	
Notices & Briefings	Notices & Briefings		Notices, Airfield Briefings	Move Edit	t
Manuals & Certificates	Manuals & Certificates		Manuals, Certificates	Move Edic I	Û

• Mandatory fields in Centrik 5 are presented differently, with an orange vertical line on the left border of the field.

Flight Details	
Call sign	Flight number (optional)
Last departure point	

Contacts Module

Accessing the Contacts module

To begin exploring the Contacts module in Centrik 5, navigate to the sidebar on the left, then click on the 'Contacts' module to access the contacts management area.

IMP TrustFlight	Contacts						📑 🚱 📢 JS John Smith 🚦
Deshtooend	All contacts Organisations	Departments System	-Wide Roles Acce	ss rights			
Ø Documents	All contacts (11)						
C Salvey	Omerican Department						
	(at) v (at)	✓ Al A-2 Other				+ Add contact	Search by name Q. Show settings
Complance							
W Montings	Name +	Job title / Rank +	Organisation +	Department +	E-mail *	Tel. •	Mobile = Username =
Workfows	Centrik Support	Customer Support Team	Centrik	Support	Support@Centrik.net	+44 (0) 203 855 5972	capport
	JB Barron, John	Pilot	Custom Air	Flight Operations	John.banan@custamair.com		Jama
L. Could	PB Beale, Peter	Quality Manager	Hill Edge Avlation	(no department)	Peter-Deale@HEA.com		PEcelo
D Contact	J8 Bloggs, Joseph	Pilot	Custom Air	Flight Operations			aggrift.
	JC Cummins, James	Centrik User	Centrik	Support	james.cummins@centrik.net		james.cummine@cantrik.net
	TF Foster, Tracy	Pliot	Custom Air	Administration	Tracey foster@customak.com		TFoster
	TG Oraham, Tammy	Training Officer (Bround)	Custom Air	Ground Operations	T.Graham@customak.net	+447897658765	Türahan
	SJ Jones, Suzie	Pilot	Custom Air	Administration	Suzie Jones@customak.com		SJones
	AK Kokilan, Archana		Custom Air	LearnCentrik			Albitan
	SM Mallard, Simon	Pliot	Custom Air	Flight Operations	Simon.mafland@customair.com		SMafaed
	Mechanic, Michael	Engineer	Custom Air	Technical			Milechanic
	AM Milt, Andrew	Pliot	Custom Air	Flight Operations	Andrew.milt@customair.com		AUER
	JS Smith, John		Custom Air	Training			JSmith
							± Download
🖩 Support 🔹							
+ Collapse menu							
-							

Once loaded, you will recognize a familiar looking list of names, the list of users that have been added to your Centrik system.

On this page, there are key differences to be aware of:

- All but one of the buttons that previously existed at the bottom of the page are now located at the top, as tabs.
 - For example, Organisations, Departments, System-Wide Roles and Access Rights
- The only button that remains at the bottom, is the 'Download' button.

IMP TrustFlight	21 Contacts						E Co d Js John Smith Econom User
Deshboard	All contacts Organisation	s Departments System-	Wide Roles Acces	s rights			
Ø Documents	All contacts (13)						
🔮 Safety	Organisation Departme	ent					
Constance	(at) v (at)	✓ AI A-Z Other				+ Add contact	Search by name Q
Q Meetings	Name -	Job title / Rank =	Organisation -	Department =	E-mai •	Tal. •	Mobile • User name •
Workflows	Centrik Support	Customer Support Team	Centrik	Support	SupportigCentrik.net	+44 (0) 203 855 5972	csupport
g ^a Config	JB Barron, John	Pilot	Custom Air	Flight Operations	John.barron@customaik.com		Janon
•	P6 Beale, Peter	Quality Manager	Hill Edge Aviation	(no department)	Peter BealegHEA.com		POode
El Contacts	JB Bloggs, Joseph	Pilot	Custom Air	Flight Operations			.2010.035
	J0 Cummins, James	Centrik User	Centrik	Support	james cummins@centrik.net		james.cummins@centrik.net
	TF Foster, Tracy	Pilot	Custom Air	Administration	Tracey.foster@customair.com		TFoster
	TO Graham, Tammy	Training Officer (Ground)	Custom Air	Ground Operations	T. Graham@oustomaix.net	+447897658765	Touhan
	5.7 Jones, Suzie	Plot	Custom Air	Administration	Suzie.Jones@customair.com		SJones
	AK Kokitan, Archana	Dist	Custom Air	Elahi Cassalias			Adultan
	Mechanic Michael	Facilitat	Custom Air	Technical	Simon, manarage cartomax.com		Millerberg
	AM Milt, Andrew	Pilot	Custom Air	Flight Operations	Andrew mittilicustomaix.com		4461
	JS Smith, John		Custom Air	Training			.Smith
							± Download
🖩 Support 👻							
+ Collapse menu							
Centrik							

Furthermore, to declutter the screen, we have introduced a 'Show settings' button.

IMP TrustFlight	2 Contacts						🔮 GD 📢 Js John Smith 🚦
E Deshboard	All contacts Organisations	Departments System	Wide Roles Acces	s rights			
Ø Documents	All contacts (13)						
🗘 Safety	Organisation Departme	rit.					
Compliance	(a) • (a)	✓ AI A-Z Other				+ Add contact	Search by name Q #Show settings
U Mortings							
-	Name -	Job title / Rank: *	Organisation *	Department •	E-mail *	Tel. •	Mobile - User name -
Workflows	Centrik Support	Customer Support Team	Centrik	Support	Supportig/Centrikuret	+44 (0) 203 855 5972	csupport.
g [®] Config	JB Barron, John	Pilot	Custom Air	Flight Operations	John.barron@customak.com		Jaron
III. comm	PB Beale, Peter	Quality Manager	Hill Edge Aviation	(no department)	Peter BeelegHEA.com		Pbeate
ar contro	JB Bloggs, Joseph	Plot	Custom Air	Flight Operations			1010014
	JC Cummins, James	Centrik User	Centrik	Support	James cummingContrix.net		james commungcerstaviet
	The Poster, Inscy	Priot	Custom Air	Administration	Tracey Journey Costomat.com	1447807058785	Votes
	Li Jones Surie	Dive	Custom Air	Administration	Sutia Ineerficuational com	****	Elines
	AK Kokilan Archana	1.00	Custom Air	LearnCentria	and a second second		AKikian
	SM Mallard, Simon	Pilot	Custom Air	Flight Operations	Simon-mailand@customak.com		SMalland
	Mechanic, Michael	Engineer	Custom Air	Technical			Milechanic
	AM Milt, Andrew	Pilot	Custom Air	Flight Operations	Andrew mittig customak.com		AM8.2
	JS Smith, John		Custom Air	Training			/Seith
							+ Download
🗰 Support 🔹 ×							
• Collapse menu							
Centrik							

Selecting this will reveal an i-frame, containing a range of configuration options:

Settings	×
Configuration options	
Show roles	
Visible users	
Show everyone	
Show only Centrik Admins	
Contact name convention	
Show names as Last, First	
O Show names as First Last	
Archived users	
Show only active users	
O Show both active and archived users	
O Show only archived users	
Q Apply filter Reset to defaults	

In Centrik 4, these settings were buttons that were always visible on the main contacts page.

The '+Add contact' button has also moved. Formerly at the bottom of the page, now situated at the top, next to the search box.

IMP TrustFlight	Contacts						🔮 😧 ┥ Js John Smith 🚦
Deshboard	All contacts Organisations	Departments System	-Wide Roles Acces	is rights			
Ø Documents	All contacts (13)						
Safety	Organisation Departme	et					
Compliance	(its) ~ (its)	 AI A-Z Other 				+ Add contact	Search by name Q Show settings
😝 Meetings	No. of Concession, Name				1 1 -		
-	Name •	Job tille / Rank +	Organisation +	Department •	E-mail •	Tel. •	Mobile • User name •
Workflows	Centrix Support	Customer Support Team	Certrix	Support	supportigicentrik.net	+44 (0) 203 855 5972	caupport
g ^e Config	Di Barton, John	Prot	Ubition Air	Fight Operations	John Samplige Stateman.com		Augention Effection
D Contacts	JB Bioggs Joseph	Plot	Custom Air	Flight Operations	Peterseegenancom		Järops
	JC Cummins, James	Centrik User	Centrik	Support	james cummins@centrik.net		james.cummins@centrik.net
	TF Foster, Tracy	Pliot	Custom Air	Administration	Tracey, foster@customaix.com		TFoster
	TO Graham, Tammy	Training Officer (Ground)	Custom Air	Ground Operations	T.Graham@oustomair.vet	+447897658765	TOraham
	SJ Jones, Suzie	Pilot	Custom Air	Administration	Suzie Jones@customaik.com		SJones.
	AK Kokilan, Archana		Custom Air	LearnCentrik			AKokian
	SM Mallard, Simon	Pilot	Custom Air	Flight Operations	Simon-mailland@customair.com		SMailard
	Mechanic, Michael	Engineer	Custom Air	Technical			MMechanic
	AM Milt, Andrew	Pilot	Custom Air	Flight Operations	Andrew milt@customaix.com		AME
	JS Smith, John		Custom Air	Training			25min
							■ <u> ↓</u> Download
🖩 Support 🗸							
+ Collapse menu							
Centrik							

It is important to highlight that whilst the positions of the buttons / features have moved, the functionality has not changed.

Selecting a contact

You will notice here that whilst the general layout remains the same, there are visual improvements to the interface.

In terms of functionality changes, you can now click directly on an editable field, rather than having to first click the 'Edit' button at the bottom of the page. Please note that you will see this functionality throughout Centrik 5, it is not limited to just the Contacts module.

Contact Detail		
Organisation Unit		
Custom Air → Administration		
Last Name (or Company)	First Name	
Foster	Tracy	

Access Rights

Whether you are viewing access rights through a job role or an individual user, there are subtle improvements to make you aware of:

• Modules and subsystems are segregated in a clearer format, making it easier to distinguish between the modular access rights, versus the subsystem access rights.

IMP TrustFlight	Contact - Tracy Foster										٠	8	•	JS Joi	an Smith Intik Usor	I)
Deshboard	Dashboard / Contacts / Contact - Trac	cy Foster														
Ø Documents	Area	Do	Sys	Org	Dept.	See	Sys	Org	Dept.	Manage			Sys	Org	Dept.	
di Satery	Documents	Use Documents	R							Manage Structure						
	Flight Ops					See Dashboard				Manage Documents						
Compliance										Track documents			R			
💱 Meetings	Ground Ops					See Dashboard	8			Manage Documents			R			
Workflows										Track documents						
e Carda	Technical			-	-	See Dashboard		×.	4	Manage Documents				-	-	
								-	-	Track documents						
LU Contacts	Safety & Compliance					See Dashboard				Manage Documents			8			
	Administration					-				Harris Comments						
	Administration					See Dashooard				Manage Documents Track documents				-	-	
	Security					See Dashboard				Manane Documents			-			
	or any					-		•		Track documents						
	Davises	Install (Bassanal)				View FER.				Managa EEDr						
	Devices	Install (Personal)				VIEW EPDS				Manage cros						
		Install (Multi-User)														
	Safety															
	Safety	Submit Cases	R			See Cases				Manage Cases						
		Add Comments				See Dashboard				Include Confidential						
III Support -	External	Add Comments				See Cases				Manage Cases						
+ Collapse menu						See Dashboard				Include Confidential						
Centrik	Cr Edit					Revoke	Access									

Chosen Access Rights are now in a colour format, job role-based rights are highlighted in green (with the 'R' indicator), with individual user access rights now highlighted with a blue tick. A small improvement on the previous grey colour for both.

See Dashboard	R		
-	-	-	-
See Dashboard	R		
-	-	-	-
See Dashboard	R	×	
-	-	-	-

Again, you can click directly on a check box to start editing the access rights, instead of needing to first select the 'Edit' button.

-	-	-	-	Track documents	R	-	-
See Dashboard	R			Manage Documents	R	-	-
-	-	-	-	Track docudents	R	-	-
See Dashboard	R			Manage Documents	R	(-)	-
-	-	1470	-	Track documents	R		-
See Darbheard				Manana Documente			

Deleting

When it comes to deleting something, for example contacts or other things like roles or organisations, there are improved prompts. Instead of having a grey cross, we have introduced a more visual / colourful option.

There are also clearer deletion warnings. Deleting a contact now has a clear red button and centralized pop up, whereas before it could have been deemed less obvious.

Additional Org Units				
Add				
Org Unit Roles Custom Air - Flight Operations Pilot				
General Log-In Custom Air Administration	Custom Air Flight Operations			
Photo				
Contact Information				
E-mail Address Tracey.foster@customair.com		Telephone -		Мо -
Contact for				
Approval Types				
Cir Edit	Þ		Revoke Access	

Buttons in new locations

It is important to note that some of the important 'Add' buttons now have different positions. A good example of this is on the 'Organisation Detail' page, when adding a new Department.

Formerly, the 'Add' button was at the bottom of the list of departments on the left. Whereas now, the 'Add' button is located at the top of list of departments. A subtle change, but a good one to know about, especially if you have an extensive list of departments and roles!

IMP TrustFlight	😰 Organisation Detail			۲	0	JS John Smith Centrik User	1
Dashboard	Departments						
Ø Documents	Add						
🔮 Safety							
Compliance	Department		Roles				
U Meetings	Administration	View	Chiel Executive Officer Document Manager Finance Manager Finance Staff Human Resources Manager				
Workflows	Defe 2 Department		Human Resources Staff				
g ⁰ Config	Central Ceparation	View					
	External Users	View	CAA				
Contacts	Alger, Gerateans	View	Capit Row Capit Row Cherl Resource Flavning Manager Care Resource Flavning Manager Flant Operations Controller Plot Senior Capit Oriew Training Manager				
	Ground Operations	View	Dispatcher Dround Operations Manager Planner				
	Information Technology	View	IT Manager				
	LearnCentrik	View	Digital Executive				
	Safety & Compliance	View	Compliance Monitoring Manager Safety Manager				
	Technical	View	Continuing Airworthiness Manager Engineer Head of Maintenance Technician				
	Training	View	Training Manager				
🖩 Support -	Organisation-Wide User Roles						2
+ Collapse menu							
Centrik	CF Edit Delete						

Clearing the search filter

It is now super simple to clear the search field with the introduction of an 'x' indicator. Previously you would need to delete the data then click 'Search' again. A minor change, but a useful one nonetheless!



Documents

Accessing the Documents module

In this section we will split the explanation of differences into two perspectives. One for end users receiving and viewing documents and another for document managers, responsible for tracking, uploading and withdrawing etc.

For an end user:

After selecting the Documents module on the navigation menu, you will notice that the layout has changed.

There are now different tabs available at the top of the page:

- Dashboard
- All documents
- My documents to read.
- My actions

IMP TrustFlight	Ø Documents dashboard				GD JS John Smith :
Dashboard	Dashboard All documents My documents to	read 🕥 My actions			
Documents Selety Compliance	My documents tasks 1 O Due date: A3 Sine O C Status: A3 O Tr	lask: All 👻 🛞 Assigned to: All 👻			Search tasks
Training	Task •	Title *	Due date *	Assigned to +	
	Read document	PPE Procedures	22 Feb 2024	JS John Smith	>
1º Config	Showing 1 - 1 of 1				
💷 Support 👻					
+Ξ Collapse menu					
Centrik					

'My documents to read' and 'My actions' were formerly buttons that were always visible on the Documents landing page, these have now been converted into their own individual tabs. These features function the same way.

Changes to tabs and subsystems

The Documents dashboard is completely new, and this is also the default screen that appears when the Documents module is selected. With the Documents dashboard, users can immediately see any outstanding tasks assigned to them and there are improved filters and search functions available to help find specific items.

Ø Documents dashboard	Documents dashboard							
Dashboard All documents My documents to read () My actions								
My documents tasks (1)	My documents tasks ()							
			Providencia -					
Read document	PPE Procedur	es.	22 Feb 2024	Assigned to + JS John Smith		>		
Showing 1 - 1 of 1								

The 'All documents' tab shows all the subsystems and folders that are relevant to the user (controlled by distribution settings). Note, this used to be the default page that previously appeared in Centrik 4, when the Documents module was selected.

A key difference, however, is that subsystems no longer appear as individual tabs. Subsystems do still exist and function in the same way, however they now appear *within* the 'All Documents' tab, as separate headings.

🥢 All docume	ents		
Dashboard	All documents	My documents to read (1)	My actions
Search docu Flight Operati	ments	Q	
* Notices &	& Briefings	A Manuals & Certificates	
Manuals	& Procedures		

Quick links

A quick link box automatically appears if all the content does not fit on one page. Instead of scrolling, users can quickly click to navigate to the necessary area.

Dashboard	All documents	Actions 1	My documents to read 1	My actions
Search docu	ments	Q		
Quick links	F	light Operations		
Flight Opera Ground Ope	tions rations	+ hotices & Briefings	€ * Manuals & Certific	ates
Safety & Cor Administration	mpliance G	round Operations		
occurry		Manuals & Procedu	ires	
	т	echnical		
		Procedures	3 Notices	S Manuals

For Document Managers - Manage Structure (access right)

Users with 'Manage Documents' and 'Manage Structure' access rights will have more access in the Documents module and will see additional screens / features. The 'Manage Structure' access right still enables the small settings cogs to appear, allowing modifications to the document structure, including column and button creation and naming.

One subtle difference is that the main cog has been replaced by a 'Settings' button (also with a cog), but it is larger and easier to see. This displays a previously unseen area of the system called **Advanced Structure Maintenance**. This new feature allows orgainsations to create their own document folder structure without the need, or requirement to contact TrustFlight Support teams.

Accessed via the 'Settings' button, advanced structure management allows you to create document folders, apply configuration settings to them, and alter settings for existing folders.

IMP TrustFlight	All documents			CD JS John Smith :
Dashboard	Dashboard All documents Late readers 12	Actions 1 My document	s to read 1 My actions	
Ø Documents	Search documents Q			Settings
🔹 Safety	Flight Operations ©			
Compliance	0	0		
🗢 Training	₱ ₆ Notices & Briefings ₱ ₆ Manuals & Certificates			
1 ⁹ Config	Ground Operations ©			
Contacts	Manuals & Procedures			
····· TrustFlight	Ø Document Type - Documents			CD MF Hot II
Coshboard	Documents dashboard / All documents / Document Type - Documents			
R Regulator	Name			
Ø Documents	Name (plural) Documents	Name (singular) Document	losn	
H Events	Allow Download and Print	Allow Text-Only Documents		
🜒 Safety	Yes Show On Dashboard	Yes		
Compliance	No			
😲 Meetings 🗠	Parent			
Workflows	This document type is one or one " rop Level" document types in Centrix. It can Children	not be moved		
۶، Equipment	And			
😥 Forms				
🗢 Training 🗸	Show children as Tabs			
	Name	Expiry Tracking	Event Access Rights	Data Fields
(L) Contacts	Events	No No	Event Flight Ops	- same -
	Fight Operations	No No	No Flight Ops	- same -
	Ground Operations	No No	No Ground Ops	- 5ame -
	Technical Documentation	No No	No Technical	- same -

No

No

Admini

tion

- same -

40

CP Edit

Centrik

Manage Documents and Track Documents (access rights)

Users with these access rights selected will have the option to view 'Late readers' and a consolidated list of actions from the Documents module.

Previously, 'Late readers' and 'Actions' were buttons that were always visible on the Documents landing page, these have now been converted into their own individual tabs.

IMP	Ø Document Tracking						GD JS John Smith E
56	Dashboard All docu	ments Late readers (12 Actions 1	My documents to read 1	My actions		
<i>0</i>	 Organisation: All v Not read after 14 days 	Department: All v Not read after 7 days Read	Document Type: All v W	ho to show: users with due and	overdue items 👻		
R		Constanting.		Number of documents	in .		
	User	Organisation	Department	Read	Unread	Due Overdue	Action
£	Barron, John	Custom Air	Flight Operations		2	9	Send Reminder Postpone
	Fosters, Tracy	Custom Air	Administration		2	9	Send Reminder Postpone
	Oraham, Tammy	Custom Air	Ground Operations		2	9	E Send Reminder Postpone
	Mallard, Simon	Custom Air	Flight Operations		2	9	Send Reminder Postpone
	Milt, Andrew	Custom Air	Flight Operations		2	9	Send Reminder Postpone
	Jones, Suzie	Custom Air	Administration	6	2	3	Send Reminder Postpone
	Smith, John	Custom Air	Ground Operations	1		1	52 Send Reminder Postpone
	Beale, Peter	Hill Edge Aviation	(no department)			1	Send Reminder Postpone
	Bloggs, Joseph	Custom Air	Flight Operations		10	1	E Send Reminder Postpone
	Fanneran, Michelie	Centrik	Support			1	Send Reminder Postpone
	Kokilan, Archana	Custom Air	LearnCentrik			1	Send Reminder Postpone
	Mechanic, Michael	Custom Air	Technical			1	Send Reminder Postpone
					a construction of the second		
				6	2 Send Keminder To All (7)		
⇒							
-							

Uploading a document

Whilst the process of uploading a document, tracking readers, new versioning and withdrawing etc. has not changed, there are other enhancements to highlight. When creating a new document, the 'created by', 'created on' and 'time' is now included in the very top section, reducing the overall number of sections.



You can also hover over the circle containing the user's initials, to reveal more information.

Number	Title	Туре	Created by	Created On	Time
3	Aircraft Manual APR24	Operational	SJ	29/04/2024	14:00

Furthermore, the 'Content' section where you would upload the main document, now supports 'drag and drop' functionality.

Content	
Uploaded File	
-	
Upload or drag and drop document	
Text Only	

Safety

Accessing the Safety module

We will explain the differences for the Safety module from two perspectives, the end user perspective, selecting and submitting reports and the Safety Manager perspective of reviewing and processing reports.

For an end user:

Having selected the Safety module on the left sidebar, the Safety Dashboard will be displayed by default. The Dashboard includes:

- Configurable widgets which can be activated / deactivated using the 'Show Settings' button.
- Drag and drop functionality to relocate widgets, creating a customizable view.

The Dashboard also incorporates the 'My Tasks' area, making it quick and clear for users to understand what they need to be doing.



In addition to the Dashboard tab, there are other tabs visible at the top of the page:

- My cases
- My drafts

These were formerly buttons in Centrik 4.

IMP TrustFlight	🧔 Safety - Safety						
Dashboard	Dashboard My cases 1 My drafts						
Documents							
🤣 Safety	Safety reports						
* Compliance	C Start new report						
Iraining	Start your frequently used reports:						
£ [©] Config	SOR - Safety Occurrence Report						

A key difference is that tabs no longer represent subsystems. If users have access to more than one subsystem, these will now appear as subheadings in the left side bar. By default, they are hidden, but can be revealed by selecting the arrow down indicator.



Starting a new safety report

It is now possible to start a new safety report from the Safety Dashboard, and from the 'My cases' tab.

IMP TrustFlight		🧔 Safety - S	Safety			
Dashboar	ł	Dashboard	My cases 1	My drafts		
Document	s					
🤣 Safety		Safety rep	ports			
🖈 Complian	ce	C Sta	art new report			
🚖 Training		Start your frequently used reports:				
2 ⁰ Config		SOR - Saf	ety Occurrence Report			

IMP TrustFlight	🔹 My Safety Cases
Dashboard	Dashboard My cases () My drafts
Ø Documents	Stowing all cean cases
🔹 Safety	
Compliance	+7 No + Dute + Days Open + Type + Title Flags ERC Score + SIBA Result Overdue In Progr. Closed Delegation
+ Training	Phase Costed (1)

In addition, the Safety Dashboard offers a new 'frequently used' feature, allowing users to select and start the intended report, with fewer clicks.



Navigation

When a report is started, you will notice that although the general functionality and layout is similar, there are obvious visual improvements and better use of screen space and navigation.

Phases are now displayed horizontally on the right (instead of across the top) and offer more granularity.

🔹 New SOR - Safety Oct	currence Report			GD JS John Smith E
Dashboard / Safety - Safety / I General Information	New SOR - Safety Occurrence Report			Capture
Report Number 000017 Report Title	Safety Report Type SOR - Safety Occurrence Report	Mandatory or Voluntary? Unknown v Alreadt Registration	Alertness/Faligue Related? Confidentiality (cptiona) Not confidential Event Time (UTC, Iburn)	General Information Flight Details Attachments Flinish and Submit
änbsp;			Event Location StateJana of occurrence (plasse select)	Not started Not started SRA & Not started
Check the options that apply to	a this report:			Act 🖬
Bid / Widife strike Occurrence on or near as Flight Details	Damage involved Damage involved Damage involved Damage involved Damage involved Damage involved	nt Dangerous Goods involved	TCAS Runway incursion Other alroads involved	Monitor 🔒 Not started Close 🔒
Call sign	Flight number (optional) Flight phase (please select)	Occ. on ground (optional) (not specified)	Aircraft altitude (ft) (optional) Aircraft flight level (optional)	

You can see that within each phase, there are subheadings representing sections within the report. Each section can be selected, making it simple to navigate directly to the appropriate area.



Symbols and hover prompts have also been introduced to enhance clarity and usability.



Completing a safety report

Fields linked to hierarchies can now be modified by clicking anywhere (on the box), where previously in Centrik 4, the specific arrow indicator (play button) had to be selected. This functionality change is not limited to the Safety module only, however it's common place to find hierarchy type fields.

t Type	Mandatory or Voluntary?	Alertness/Fatigue Relate	ed?
ty Occurrence Report	Unknown	•	~
	Aircraft Registration	Confidentiality (optional	0
		Not confidential	
		Event Date	Event Time (UTC, hh:mm)
		Event Location	
		4	
		State/area of occurrence	e
		(please select)	

Further examples of improved explanations / instructions can be found during the process of completing a report, for example fields such as 'Last departure point' and 'Planned destination' will now present an icon and text response (No match found), instead of relying solely on meaning through colours.

SAF#06

ſ	Last departure point	Planned destination	
	United Kingdom - EGLL (LHR): London/Heathrow	qrzv	0
L		No match found	

The 'Attachments' section now appears *before* the 'Finish and Submit' section and the 'Save Draft' button has been moved to a more logical position, formerly at the top of the page in Centrik 4.

Attachments	
+ Add Attachment or drag and drop files	
Finish and Submit	
Submit Save Draft	

There are clearer, centralized system prompts when an important action takes place, for example clicking 'Submit' or 'Save Draft'.

Report - Test 01MAY 2	GD JS John Smith Centrik User
Dashboard / Safety - Safety / Start New Safety Report - Test 01MAY 2 Image: Comparison of the second seco	Capture Complete Cassify Risk O Open Close O
Report Time Submitted On Test 01MAY 2 Please note: 01/05/2024 15:34 Description Event Time (uTC, hhr.mm) 12:01 Test n Anbsp: OK Check the options that apply to this report: 0	
Bird / Widlife strike Damage involved Hjury involved Weather relevant Damgerous Goods involved TCAS Runway incursion Other aircraft involved Occurrence on or near serodrome Air navigation / Air traffic management involved Engine, Propeller or Part directly involved	
Flight Details Call sign Flight number Flight phase Occ. on ground Aircraft altitude [ft] Aircraft flight level TEST - Take-off - - -	

For Safety Managers:

Users with 'See Cases' and 'Manage Cases' access rights will have access to more functionality in the Safety module and will therefore see additional screens / features.

There are more tabs to consider for Safety managers, for example access to Heatmap and KPIs, which were formerly buttons, are now more accessible as tabs.

🧔 Safety - S	afety				
Dashboard	Cases 18	Drafts 1	Actions 5	Heatmap	KPIs
My tasks 🥢	4				
Assess repo	ort (3)	Cha	ase action (1)		

Viewing all cases (Cases, My Cases, Inbox, MORs, SIRAs)

Viewing cases now has a more consolidated view, with everything included in a single location, within the 'Cases' tab.

Using the dropdown, users can still view specific types of cases, for 'Cases', 'My Cases', 'Inbox', 'MOR's' and 'SIRAs' (these are the SIRAs created within the reporting module). This removes the need to have separate individual buttons.

Dashboard	Cases 18 Drafts 1	Actions (5)	Heatmap KPIs
Cases (18) Cases (18)	Showing all open cases		
Inbox (3) MORs (14) SIRAs	Date •	Days Open 🔹	Org / Department
· Phase: Asse	ess (3)		
000021	09/05/2024	25	Custom Air Administration
000018	01/05/2024	33	Custom Air Ground Operations
000017	01/05/2024	33	Custom Air Ground Operations
· Phase: Inve	stigate (3)		
000020	09/05/2024	25	Custom Air Ground Operations
000003	22/09/2022	619	Custom Air Flight Operations
	15/00/0000	ene	Custom Air

The 'Cases' tab also offers enhanced filtering – through 'Show filters'. Previously, it was only possible to filter the 'All Cases' page, but now it's possible to filter any of the views.



Furthermore, the filter options are more organized in logical sections.

Filters				>
Report information				
Report Type	Phase		Mandatory or Voluntary	
(All) ~	(ILA)	~	(All) ~	
Confidentiality	Is Fatigue Related			
(All) ~	(All)	*	Include deleted cases?	
Filter by date				
Event from	Event to			
	÷	±		
Reported from	Reported to			
		<u></u>		
Closed from	Closed to			
		0		
Search by keyword Number	Title contains		Desc./Narrative contains	
Registration				
Registration				
Search by person				
Submitted by	Delegated to			
Search by location				
Last Departure Point	Planned Destination		Event Location	
Q Apply filter Clear				

Side by Side Case view:

A new feature utilised only in Centrik 5 provides the ability to create a side by side view within a Safety case. This dynamic feature allows an individual with the necessary access rights to view different phases of a case in a side by side view by using a *Pin* icon.

<u>_</u>	🧔 Case Classify Risk - Loss of tool on aircraft	•	8	CH Colin Harley Training Manager
5	Dashboard / Safety - Safety / Safety Case List / Case Classify Risk - Loss of tool on aircraft			Capture
Ø	Mumber Date Type Title ERC Score 000001 21/10/2024 SOR - Safety Occurrence Report Loss of tool on aircraft 1		Ļ	Complete 🗶
0	Org/Department		0	Classify Risk Complete
R	Department			Org/Department
2	Categories			Categories MOR Classification
2	Operating Base Risk Cetegory Affected Fleet Link to P45 Operations Risk Register Not Base Specific Airport + Ramp → EGKK Not Fleet Specific Lost Tool on Aircraft (11)			Event(s) Classify Risk
•	View or add fisk assessment > Occurrence dass Detection phase			Change Log
	Incident En-Route Occurrence category			Attachments
to.	CABIN: Cabin safety events			Additional Comments Feedback
	MOR Classification			Export
	Submitter reported as Mandadry or vourtary Continented MOR Islands Reported as Unknown Confirmed MOR		(°	Investigate
	Event(s)		-	+ Add SIRA
	Event Phase		0	Act
⇒	Any Other Events Unknown aircraft category → En-route			Monitor
+ttps://tftra	CP Edit 12 Delete Entire Case IP Jubitsh Merge Delegate ring Varihi net Wold Assessment Versional - 990ast 15 - 4007 410.3 dokas 706. Image: Case 10 - 200 -		Ů	Complete 🗶

Selecting a pin for the relevant phase, this saves valuable time when assessing a case.

Case Capture:	Loss of tool on aircraft			⇒	×	Number Date 0000001 21/10/2	Type 2024 SOR - Safety	Occurrence Report	Fitie	Ĩ	Complete	
General Inf	ormation				11	ERC Score				0	Classify Risk	
Report Numb 000001 Report Tible Loss of too Description Test Loss of	er Safety Resert Type SGR - Safety Occurrence Report on aircraft tool on aircraft	Mandatory or Unknown Aircraft Regis N/A	Alertness/Fat_No Submitted by James Cummins Event Date 21/10/2024 Event Location London State/area of or Unknown	Submitted On 21/10/2024 10/28 Event Time L 12:00		1 Org/Department Department Support Categories Operating Base Not Base Specific Affected Fleet Not Fleet Specific	Rin Ai Lin	sk Category rport → Ramp → EGKK nk to P145 Operations Risk I sst Tool on Aircraft (11)	legister + View		Complete org/Departm Categories MOR Classific Event(s) Classify Risk Change Log Comment Attachments Additional Cor	ent ation
Bird /	Widlife strike	d 🗌 linjury i	nvolved	Weather relevant		View or add risk assessme Occurrence class Incident	Detection phas En-Route	50			Feedback Export	
Dang	rous Goods involved TCAS	Runway in	cursion			CABIN: Cabin safety eve	nts			0	Investigate Complete	*
Other	aircraft involved Occurrence	on or near aerodrome				MOR Classification					+ Add SIRA	
Air na	vigation / Air traffic management involved	Engine, P	ropeller or Part direc	ctly involved		Submitter reported as Mand Reported as Unknown	atory Confirmed MO Confirmed M	IR status IOR		0	Act	

Safety Feedback via email:

Providing feedback to individuals after they have submitted a safety case is vital in keeping an open communication channel to staff or teams. This feedback can assist an organisation in improving the quality of the reports that they receive.

Centrik 5 allows for the creation of feedback templates that can be used during the Close phase of a safety case. By introducing a new panel Safety Managers can send feedback to a user, or users that relates specifically to a report that they have raised.

Dashboard	Dashboard / Reporting-Safety / Safety-Case-List / Case Close - Incident in flight	Capture
1 Applications	+ Add comment	Complete
Registry	Closure Feedback	Classify Risk
R Regulator ~	Date & Time Recipient Template Message	Investigate
Ø Documents	No feedback sent yet	Open 📌
🔮 Reporting 🗠	Send to	Add SIRA
Safety	All who submitted a report	Add Act
Hazard Reporting	○ Specific users only	Add Monitor
External Safety	To invitenti	😐 Close
Analysis (A3)	Subi Jones X	Safety Manager
Compliance ~	Select template group (cpfional) Select template (cpfional)	Attachments
🕶 Meetings 🗸	Report Feedback Acknowledge Report	Comments Closure Feedback
🗢 Washflows 👻	Message (optional) Marge Fields	
	Thank you for submitting your report	
A. Risk	{/urrent user}}	
📌 Equipment 🗸	{{submitter name}}	
😥 Forms 🗸 🗸	({report name})	
← Collapse menu	((status)) //committee/statu)	
Centrik		

Classify Risk phase

Similar to the Capture phase, navigation is easier and offers greater granularity. Beneath the Classify Risk heading, there are interactive subheadings representing each section of the phase.



When it comes to choosing the appropriate Event Risk Classification, the process has been simplified. Safety Managers can click directly on the editable area and make the selections for the 'Most Credible Outcome' and the 'Effectiveness of Barriers' in one transaction, to determine an immediate risk score.

this event had escalated into an accident outcome, what would have been the most credible outcome? <u>View definitions</u> No accident outcome Minor injuries or damage Major Accident Catastrophic Accident /hat was the effectiveness of the remaining barriers between this event and the most credible accident scenario? <u>View definitions</u>	assify Risk	- Score: 2	0				
No accident outcome Minor injuries or damage Major Accident Catastrophic Accident /hat was the effectiveness of the remaining barriers between this event and the most credible accident scenario? <u>View definit</u> Offection Major Accident Catastrophic Accident Catastrophic Accident 	this event had	escalated int	o an accident outc	ome, what w	ould have been the m	ost credible outcome? View	definitions
/hat was the effectiveness of the remaining barriers between this event and the most credible accident scenario? <u>View definit</u>	O No accident outcome		Minor injuries or damage		O Major Accident	Catastrophic Accident	
C J Effective C J Emited C J Minimal C J Not Effective	hat was the eff	fectiveness o	f the remaining bar	riers betwee	en this event and the r	nost credible accident scen	ario? <u>View definition</u>

It's important to highlight that access to the full risk matrix definitions are still available (view definitions), but the overall process should mean less 'clicks'.

Most Credible Outcome	O No accident outcome	Minor injuries or damage	O Major Accident	O Catastrophic Accident
Outcomes Definitions	No potential damage or injury could occur	Minor injuries, minor damage to aircraft	Multiple serious injuries, major damage to aircraft	Loss of aircraft or fatalities (1 or more)
Typical Scenarios Definitions	Any event which could not escalate into an accident, even if it may have operational consequences (eg diversion, delay, individual sickness).	Pushback incident, minor weather damage, cut from sharp implement, crush by equipment.	High-speed taxiway collision, major turbulence, significant fall from height.	Loss of control, mid-air collision, uncontrollable fire on board, explosions, structural failure, collision with terrain, electrocution.

Activating optional phases, such as 'Investigate' and 'Act' now happens on the right. The option to add phases is clearer with appropriate add buttons. Before, the only way to know if a phase was active / inactive was by colour.

•	+ Add Investigate
•	SIRA
	Open
•	+ Add Act
•	+ Add Monitor
•	Close

Meetings

Accessing the Meetings module

Having selected the Meetings module on the navigation menu, the first screen observed is the dashboard, demonstrating the widgets and a task list specific to this module. Formally individual buttons, the Meetings module presents the following tabs:

- Dashboard
- My meetings
- Meeting series
- Ad-hoc meetings
- Actions

🙀 My Meetin	gs			
Dashboard	My meetings 1	Meeting series 4	Ad-hoc meetings	Actions 12

If appropriate, subsystems are now accessed through the main navigation menu (by expanding the dropdown).

Navigation

The introduction of additional buttons and clearer labelling intends to promote easier navigation and a better user experience.

When adding meeting attendees, there is now an obvious 'Back to Meeting' navigation button available, instead of relying on the navigational breadcrumb trail.

📫 Meeting Series	Attendees: Safety Action Group (SAG)	
Dashboard / Meetings	/ Mv.Meetings. / Meeting.Series.Schedule / Meeting.Series.Detail:Safety.Action.Group.(SAG) / Meeting Series.Attendees: Safety.Action.Group (SAG)	
Series Number M 4 Si	Meeting Service Name afterty Action Group (SAG)	
Attendee		
+ Add + Ad	dd External 🗍 🕈 Add Role	
Туре	Attendee	
Role	Compliance Monitoring Manager	
Internal attendee	Cummins, James (owner)	
Role	Flight Operations Manager	
Role	Ground Operations Manager	
Internal attendee	Harley, Colin	
External attendee	Mike Driver (ATO Training)	
Notifications		
Notify internal a	attendes (calendar invitation, link to agenda & POF (attached))	
Notify external a	attendees (calendar invitation, PCF of agenda (attachedi)	
Send minutes to	to internal attendees (link to minutes & POF (stached))	
Send minutes to	o enternal attendess (PDF (attached))	
CP Edit	< Back to Meetin	9

Also when capturing meeting minutes, the functionality to toggle between meetings in a series is now clearly labelled, formerly these were just arrows (without text).

😝 Meeting Agenda and Minutes	Meeting Agenda and Minutes						
Dashboard / Meetings / MicMeetings / Meeting Se	ries Schedule / Meeting Series Detail: Safety Act	an Group (SAG) / Meeting - Safety Action Group (SAG) / Meeting Agende and Minutes					
Meeting details			♦ View prev	vious Viewnext 🔶			
Meeting Date (Local) Start Time (Local) End 12/08/2024 10:00 11:3	Time Time zone IO (UTC) Coordinated Universal Time	Individual Meeting Nama Safety Action (Group (SAG)					

Screen space

Meeting Agenda items are now collapsible by heading. Naturally this can help users save screen space and focus on specific meeting items, without needing to excessively scroll.



Compliance

Structural and navigational changes

The first important item to highlight is the structural changes that have been made to the Compliance module.

Tabs formerly represented different zones, however, the zones are now accessible through the main navigation menu (revealed by selecting the arrow down indicator).



Furthermore, the headings you once saw within each zone, which represent different audit subsystems, are now found within the Checklist schedule tab, as a single consolidated list.

Compliance	e - Checklists and Schedules			So da Cantal Series Commins :
Dashboard	My audits (1) My findings Checklists schedule Findings Actions (2) Heatmap KPIs	Change requests (s)		
O Subsystem	mcAl v 🔿 Statust Al v 🔿 Month Al v			Ad-hoc audits () () v
No.	Name	Next Due	Action History	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 Subsystem: 	internal Audit ()			
1	Management	31/07/2024	Continue ()	• • • • • • • • • • • • • • • • •
2.	PPE Audit checklist	~	Continue (2)	· · · · · · · · · · · · · · · · · · ·
3.	Management & Organisation	A 31/05/2024	Continue (2)	· · · · · · · · · · · · · · · · · · ·
4.	Generic Training Checklist	A 31/05/2024	Continue (2)	· · · · · · · · · · · · · · · · · · ·
Subsystem:	External Audits			
1	Civit Aviation Authority Audits	30/09/2024	Continue (2)	· · · · · · · · · · · · · · · · · · ·
2	SAFA/SACA Inspections	31/07/2024	Continue	· · · 🗸 · · · · · · 🗸 · · · ·
3	Independent Assessments of ground handling questionnaire process	31/10/2024	Continue (3)	· · · · · · · · · · · · · · · · · · ·
4	Independent assessment of SMS	29/11/2024	Continue	· · · · v · · · · · v ·
Subsystem:	CAMO Audit (28) (42) (43)			
AMP-01	MP/02894(E082400 Review (A)	31/08/2024	Continue	🖌
CAM-IND	Independant Continuing Airworthiness Management Audit	31/08/2024	Shart	

This does however exclude 'Third Party' and 'Survey' audit types, which are now accessed through the Dashboard.

Compliance - Compliance						
Dashboard My audits 1 My findings	Checklists schedule	Findings	Actions 2	Heatmap	KPIs	Change requests
Third Party Audits	View third parties	Survey (6)			View surveys II
6 scheduled • Ok (6)		Working fr Employee Staff Asse	rom Home Engagement Survey et List			
Findings (0)						
View findings						
Actions (0)						
View actions						

Consolidating the audits in a single list provides a holistic view of the audit schedule, however, it is still possible to have a separate view if desired, using either the new expandable / collapsible section indicators, or the filter functionality.

Compliance - Checklists and Schedules							
Dashboard My audits 1 My findings Checklists schedule							
Subsystems: All ▼ C Status: All ▼ 🖄 Month: All ▼							
No. Name							
subsystem: Internal Audit							
Subsystem: External Audits							
1 Civil Aviation Authority Audits							
2 SAFA/SACA Inspections							
3 Independent Assessments of ground handling questionnaire process							
4 Independent assessment of SMS							
Subsystem: CAMO Audit 28 2 3							
Subsystem: Self-Audit 12 1							
C Edit							

The new structure reduces the need to move to different areas of the system, saving time and clicks.

With the list in a consolidated format, each button on the page will offer multiple options, representing each audit subsystem being displayed. This includes:

- Ad Hoc Audits
- +New checklist
- Full History
- Heatmap
- Coverage

Jan	Feb	Mar	Apr	May	Jun	Jul	New Internal Audit Checklist
							New External Audits Checklist
							New CAMO Audit Checklist
-	*	-	-	-	-	-	New Self-Audit Checklist
-	-	~	-	-	-	-	· • · · · ·

External Audits full history CAMO Audit full history Self. Audit full history	External Audits full history CAMO Audit full history Self-Audit full history	
CAMO Audit full history	CAMO Audit full history Self-Audit full history	
Part Aught full blatans	Self-Audit full history	
SOUSED UP IN THE DISTORY	Sell Adult full filstory	

The Regulations, Regulations Amendments and the Reference Data & Analysis areas are also accessible through the main navigation menu (selecting the arrow down indicator if necessary).



Alike the other modules, each Compliance zone offers a new Dashboard, with customizable widgets and a task list. There is a widget for every audit type, as well as a widget for Findings and Actions.

Dashboard My audits ① My findings Checklists schedule Findings Actions ② Heatmap KPis Change requests ③ Checklists chedule Findings (14) I I Third Party Audits View third parties II View surveys [I Working from Home Employee Engagement Survey Staff Asset List Created Image: Scheduled	Compliance - Compliance	ce						
Findings (14) I Third Party Audits Vew third parties II Created Image: Construction of the constructi	Dashboard My audits (1	My findings	Checklists schedule	Findings	Actions 2	Heatmap K	Pls Change requests 5	
Findings (14) I Created Released Released Image: Created Released Released Released Released Release	↓ Show tasks (3)							
Created Released Working from Home Encloyee Engagement Survey Scheduled • Ok (6) Findings (0) Vew findings Actions (0) Vew actions	Findings (14)		II Third Pa	arty Audits	View	third parties II	Survey (6)	View surveys II
	Created Released	-	Findings View find Actions View act	6 scheduled • Ok (6) Findings (0) View findings Actions (0) View actions			Working from Home Employee Engagement Survey Staff Asset List	

Task •	Title •	Due date +
Complete audit	CM-2024-009 - PPE Audit checklist	A 30 Apr 2024
Act on finding	2022-001 - Accountable Manager not documented in company manuals	• 31 Oct 2024
Complete audit	CM-2024-018 - Management Audit May 2024	
Showing 1 - 3 of 3		

Actions also has a dedicated tab, as does the Heatmap and KPI's.

💼 Complianc	e - Compliance						
Dashboard	My audits 1	My findings	Checklists schedule	Findings	Actions 2	Heatmap	KPIs

Creating / Editing Audit Checklists

When creating or editing a Checklist template, users no longer unnecessarily see the navigational phases at the top of the screen, which is a better use of screen space. Note however, the navigational phases are still available and very useful when conducting an audit.

Users with the 'Edit Checklists' access rights can now click directly on any editable field, without needing to always click the Edit button first.

The 'Add Heading' and 'Add Item' buttons are now available at the <u>top</u> of the Contents section as opposed to the bottom.

Contents	
+ Add Heading + Add Item	
Check	Reference
	h
	+ Add Reference
	+ Add Reference

Starting / Conducting an Audit

Audit phases now right vertical format, with the new subheadings representing sections.

Furthermore, once an audit has started, you can navigate directly to a specific audit section through the vertical phased navigation.

0	Prepare Audit 6
0	Conduct Audit Complete
	1. Management System Open
	2. Personnel Requirements Open
	3. Adequacy and competency of Open
	4. Facility Requirements Open
	5. Management System Docume Open
•	Manage Findings Open

Findings

Similarly, the phases of a Finding are presented in a similar format, on the right with sections as navigational subheadings.



Side by side view of phases:

As a Compliance Manager / auditor moves through the phases of a finding it may be necessary to refer to another phase in order to gather additional information. As an example, a Compliance Manager is working within the Close phase of a finding yet they want to check some details from within the Act phase. The side by side view is a configuration option but it allows you to view both of these phases in a side by side format.

Centrik 5 allows the use of a *Pin* icon by each phase.

TFTRNG	😵 Finding - Documentation Incorrect	CH Colin Harley Training Manager
Dashboard	Dashbaard / Self-Audt - Alrcraft Performance. Documentation. Compliance, / Self-Audt - Non-Conformances - Aircraft Performance. Documentation. Compliance, / Finding - Documentation Incorrect Finding Verw Audt	Manage Findings
Compliance	Finding Number Finding Title 2024-002 Documentation incorrect Audit Number Audit Nume -2025-001 Aircraft Performance Documentation Compliance	Capture Complete Finding
Compliance Regulations	EventRy Created by Date of Finding Level 1 Harley, Colin 07/02/2025 Specific Finding - -	Relationships Failed Items Other Failed Regulations
🛦 Risk	Relationships * Add	Categories Ownership and Deadlines Risk Assessment
🗢 Training 🗸	This Feding relates to Type	Attachments
f Devices f Config	Failed Items Select Items Failed Item Assessment 113 Manufacturer's Performance Data No Comments -	Copen * Close Copen *
III Support ~	Other Failed Regulations	
← Cottapse menu Centrik	Intervence Comments Comments Comments C Edit Archive	

Selecting to pin a phase and displaying another phase in a side by sideview saves valuable time when moving through an audit or a finding.

	Development System	
TFTRNG	🛞 Finding - Documentation incorrect	E CH Colin Harley :
	Dashboard / Self-Audit - Aircraft Performance Documentation Compliance. / Self-Audit - Non-Conformances - Aircraft Performance Documentation Compliance. / Finding - Documentation incorrect	
Dashboard		Manage Findings
Documents	Finding View Audit Act on Finding: Documentation incorrect	∈ × Open
🕼 Safety	Finding Num Finding Title 2024-002 Documentation incorrect Finding	Capture Complete
Compliance ^	Audit Number Audit Name Finding Title -2025-001 Aircraft Performance Documentation Compliance 2024-002 Documentation Incorrect	Finding
Compliance	Severity Created by Date of Findi Audit Num Audit Name	Relationships
Regulations	Level 1 Harley, Colin 07/02/2025 -2025-001 Aircraft Performance Documentation Compliance	Failed Items
	Specific Finding Severity Created by Date of Fin	Toriou norma
Workflows	Level 1 Harley, Colin 07/02/20	Other Failed Regulations
		Categories
🛦 Risk 🗸	Relationships Deadlines	Ownership and Deadlines
- Forms	+ Add Response Due By Closure Due By	Risk Assessment
	07/03/2025 28/02/2025	
🔹 Training 🗸 🗸	This Finding relates to Type Declares Declares	Attachments
	- · · · · · · · · · · · · · · · · · · ·	Comments
Devices	Failed Items Select Items Corrective Action Plan	Act
al Conta	Table Inc. Annual Constant Inc.	Open 🕥
T- comig	111 M Control two Action Plan	
L! Contacts	Manufacturer's Performance Data No Comments There are no actions for this Finding.	😐 Close
		Open 📌
	Submission of Action Plan	
💷 Support 🗸 🗸	Other Failed Regulations Submitted By Submitted	
	Reference Comments	
← Collapse menu	No failed regulations Acceptance of Action Plan	
Centrik	2 DOWniload Submission Accepted By Accepted On	

Risk

Accessing the Risk module

Having selected the Risk module on the left navigation menu, users are presented with a personalized Risk dashboard, with immediate access to visual widgets and a task list.

Risk managers now have quicker access to the 'Top risks' through a dedicated widget on the dashboard.

🛕 Risk			
Dashboard My assessments Templates Assessments (3)	Drafts (4) Actions (5) Risk matrix Residual risk H	leatmap	
Top risks Q. By: Before action III COVID-19 Continue III IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Risk assessments (15)	All actions (5) All actions (5) Rejected (1) on Hold (1) on Hold (1)	ij
Use of hardware on ramp Continue	Continue (a) In Progress (7)	Overdue (2)	
Continue assessment (1) Complete assessment (1) Comple	ned to: All 🗸		
Task *	Title •	Due date *	Assigned to *
Continue assessment Complete assessment	Use of hardware on ramp Business Risk (MoC)	30 May 2025	JC James Cummins

Similarly, key functions have been converted to tabs, improving overall navigation.

🗼 Risk								
Dashboard	My assessments	Templates	Assessments 15	Drafts (4)	Actions 5	Risk matrix	Residual risk	Heatmap

Improved filtering, visual guidance and navigation

An additional filter has been introduced to allow users to filter by the status of assessment, not previously possible in older Centrik versions.

🛕 Current R	isk - Assessments						
Dashboard	My assessments Templates	Assessments 15	Drafts (4)	Actions 5 Ris	sk matrix Residual ri	sk Heatmap	
🔿 Top Risk	ts: All Risks 🗸 🖻 Organisation: All 🗸	🖻 Department: All 👻	E Filter Related	Cases & Findings (Scoring	g) within: Last 12 months 👻	C Status: All	1
Number +	Name *		Organisation *	Department *	Reviewer *	Signed off Submitted	Current Risk Overall 💌
1	Loss of Control		Custom Air	Flight Operations	Harley, Colin	No decision Continue	Monitor
2	Runway Overrun or Excursion		Custom Air	Flight Operations	Harley, Colin	Stop	Monitor
3	Controlled Flight into Terrain (CFIT)		Custom Air	Flight Operations	Centrik Support	Apply Clear	Improve
4	Runway Incursion		Custom Air	Flight Operations	Centrik Support		Monitor
						_	

The Risk Matrix now offers a clearer 'View all' button, which displays the entire list of all assessments driving the scoring in each matrix.



The Risk Heatmap filters and legend are now concealed in the 'Show filters' button, presented in an i-frame when selected. This allows more screen space to focus primarily on the heatmap and associated data.

Heatmap						
					a Sh	now filters
Organisation			,			
	Centrik 🗸	Custom Air 🗸		Custom Air 2 🗸	(all) ~	
		164	5		1022	34
		14	2		560	15

Fil	ters	×
	Sign Off Status Signed Off ↓	
uston	Configure Matrix Rows Columns Impact Organisation	
	Configure Summary List Display Order By Consequences Planned Risk	
	tien <mark>0 MAX</mark>	
	Automatic ~	

In alignment with other modules with progressive phases, the phases of a Risk assessment are now presented vertically on the right. The new format offers granular navigation and clearer on screen prompts. For example, subsequent phases that are not yet accessible present a padlock icon, with explanatory hover text



Workflows

Accessing the Workflows module

After selecting the Workflows module on the navigation menu, the first screen observed is the dashboard, as per the other modules.

The Workflows dashboard demonstrates the familiar widgets and task list, to help users manage their responsibilities in this module.

The same functions still exist in Centrik 5, but are presented as tabs, which include:

- My workflow steps
- Management of change
- Workflows
- Actions

Workflows					
Dashboard My workflo	w steps 3 Management of ch	ange Workflows A	Actions 6		
Workflows (1)		action All action	ns (6)		
1 workflows	In progress (1)	a	6 ictions • Overdue	id (1) (5)	
Workflow tasks	3				
Complete workflow (1)	Complete propos	al phase (1)	Complete step (1)	Complete action (2)	
🗇 Due date: All time 👻	C Status: All 👻 🗄 Task: All 👻	⊗ Type: All ∨ ⑧ As:	signed to: All 🐱		
Task *		Title *			
Complete action		WKF-000001 - Training m	naterial created		
Complete action		WKF-000004 - GHA - A/0	C differences training		

As a reminder, tabs used to represent subsystems in older versions of Centrik. Subsystems are now accessed through the main navigation menu.



Management of change

Similar to the Safety and Compliance modules, Management of Change Workflows have a phased journey and in alignment with the other modules, the navigation of phases has moved to the right hand side, and offers greater granularity.



Workflows tab

Small + - icons have been introduced to allow users to expand or collapse each workflow definition, hiding or displaying any workflows in progress. Users with access to a large number of workflows will particularly benefit from this small enhancement, making it easy to hide what is not needed and reduce the need to excessively scroll.

Dashbo	oard	My workflow steps (3)	Management of change	Workflows	Actions (6)
Organi: (all)	isation	► (all)	•		
No.				Name	
	00-ERP			AOC Emergency Res	ponse Plan
	01 - Humar	Rescources		Onboarding New sta	ff Member
				Workflow name	
				Peter Jones	
				Sally Williams	
•	02 - Humar	n Rescources		Employee Expenses	Workflow
	CHG-01			Manual Amendment	Request - Processing
+	FDP-01			Commander's Discre	tion Report

Forms

As with other modules, if there are multiple subsystems within a site the menu icon will display a drop down arrow that can be expanded to view the additional subsystems. Having selected the Forms module on the left navigation menu, users are presented with different tab headings:

💕 Start Form - Flight Operations	•	6	CH Colin Har Centrik Us	ier :
Start form My forms View history Edit forms Change requests 🚯				
Finance Forms (1)				
O DVP-01 - Employee Expense Report				
Commanders Discretion Report (1)				
FTL-01 - Discretion Report				
Change Request Forms (1)				
CHG-01 - Manual Amendment				
Human Resources Forms (1)				
Hill-01 - New Starter Form				
Start				

Start form, an area that holds the available forms on the system, these can be selected and submitted by users

My forms, an area where any forms that you submit are stored

View history, this is access dependent but allows managers to view submitted forms **Edit forms**, this was previously a button within Centrik version 4 but in Centrik 5 this button becomes a tab. It is within this area where organisational forms are created, again this is access right dependent

Forms	Group long name	ID Name	Active Actions
ingene Forme	Elosopo Forme	EVD-01 Employee Evponce D	
nanuo ronna	rinance rollis	Add Form	
ommanders Discretion Report	Commanders Discretion Report	FTL-01 Discretion Report	2 Edit
		Add Form	
hange Request Forms	Change Request Forms	CHG-01 Manual Amendment	Edit
		Add Form	
uman Resources Forms	Human Resources Forms	HR-01 New Starter Form	Edit
		Add Form	

Previously the '+ Group' function was only available when the screen was put into edit mode within version 4. This button is now available to users without clicking on the edit button saving a user time when creating forms.

The edit template and edit fields / values buttons remain but are visually clearer than previously.

Within version 4 you were required to make forms available to use by accessing the 'Edit forms' button first, before checking on the checkbox of a particular form.

In Centrik 5 this area is more prominently displayed allowing you to see at-a-glance what forms are active on your site.

By selecting the edit forms tab, which in turn places the screen into edit mode (by clicking anywhere on the screen) and simply selecting the appropriate checkbox of the form you wish to make available.

Forms - Flight Operations					CH Colin Harley : Centrik User
Start form My forms View history	Edit forms Change requests (5)				
All Forms					
Group short name	Group long name	ID N	Name	Active	Actions
Finance Forms	Finance Forms	EXP-01 E	Employee Expense Report	•	Edit
		Add Form			
Commanders Discretion Report	Commanders Discretion Report	FTL-01 D	Discretion Report	8	Edit
		Add Form			
Change Request Forms	Change Request Forms	CHG-01 N	Manual Amendment		Edit
		Add Form			
Human Resources Forms	Human Resources Forms	HR-01 N	New Starter Form	8	Edit
		Add Form			

The play button from version 4 has been replaced by an edit button under the Actions area, this allows you to add templates to the form, add a workflow or add notifications as in previous versions.

roup short name	Group long name	ID	Name	Active	Actions
nance Forms	Finance Forms	EXP-01	Employee Expense Report		Edit
		Add Form			
ommanders Discretion Report	Commanders Discretion Report	FTL-01	Discretion Report	2	Edit
		Add Form			
hange Request Forms	Change Request Forms	CHG-01	Manual Amendment		Edit
		Add Form			
uman Resources Forms	Human Resources Forms	HR-01	New Starter Form		EdR
		Add Form			

Another noticeable difference is when you are adding in sections to your form, the screen is once again visually clearer and when in edit mode the X button that removed boxes in version 4 has been replaced by a clearer and more obvious delete button.

emplate		
+ Add Field + Add	d Entity	
0 🗸 🖍	Û	
Custom Field		Custom Field
Name:		Department:
Name of the individual s	submitting th	
Optional	~	Optional
Contact Field	~	Hierarchy
		Department
Single	~	
		Single
Gustommen		

The functionality of forms remains the same, but the overall look and feel has been refined.

Training

The changes to the training module are similar to changes elsewhere on the system. The introduction of a personalized dashboard view highlighting any user tasks is displayed.

These can be moved by the drag and drop function allowing a user to create their own personal view, likewise widgets can be selected, or unselected by clicking on the 'Show settings' button.



Selectable buttons that were available in version 4 are turned into tabs for Centrik 5, this allows the entire screen to be displayed and is more visually impactful.



Crew Currency

The crew currency button is now a tab, it is cleaner yet visibly clearer in look and feel.

TrustFligh	ht	 Flight Operat 	ons Overview	- Flight Oper	ations								: G		Carrie la	Spr
Meetings		Dashboard	Pending update	is Crew c	urrency Sched	uled training U	pooming expiries	Checks in prog	press 💿 🛛 (Changes 5	Jet-Up					
Workflows		🗢 Organisatio	ec (al) + @	Department: (al)	< Q Ravic Al +	SI Type / Variant	Al - O Validit	y Az v				Search name		Q	1: Show le	boage
109K		Paginate 💽	(0)												5 records	n foun
Equipment		Name +	Ratik +	Organisation	Department	Type +	urc	Recurrent Checks OPC	LC	Type Sy Manufatory	Add-On	Para	Add-On	Medical	Exempt	tions a-me
Forms		Chegg, Scott	Captain	Custom Air	Flight Operations	Boeing 287	31/03/2025	30/09/2024	28/02/2025	1 4		4	3	31/05/2025		
			Cagrain			Outstream 0700	31/05/2025	30/11/2024	31/05/2025	1 4						
Training	1	Fosters, Tracy	First Officer	Custom Air	Flight Operations	Gulfstream G700	04/01/2025	31/08/2024	09/02/2025	1 4	1	4	2	05/01/2025		
		Jones, Suzie	First Officer	Custom Air	Flight Operations	Oulfstream 0700	31/05/2024	31/05/2024	31/05/2025	4 1		3 1	1	01/05/2025		
Ground Open	retions	Mallard, Simon	First Officer	Ousten Air	Flight Operations	Boeing 787	31/05/2025	30/11/2024	due	5	1	4	2 1	31/05/2925		
Technical		+ Add Crew	Member.					Show Archive							- Down	Road
and the second	1000	- Chinese - Chinese	Concerned and													

The legend that was always on display is now hidden behind the 'Show legend' button which keeps the screen clutter free.



The analysis areas of scheduled training, upcoming expiries and changes, which are configurable areas are now tabs instead of buttons.

Tasking

As in previous versions of Centrik UAVs are added to the system through the equipment module. Enabling equipment to be used within tasks and to use the mountables option is achieved through the class configuration of equipment. This hasn't changed however the module is accessed from the left navigation page.



Once accessed the menu options are the same as previous versions however within Centrik 5 the visuals have been enhanced. This is noticeable throughout such as when associated equipment together through the mountables option.

IMP TrustFlight	🗩 Type - D.R - Mini	Communication of Commun
- - H Events - H Events - Honotown - Honotown - H - Honotown - H - Honotown - H - H - H - H - H - H - H - H		
™ Transm - IF Forms - IF Transmag - IF Denkes - IF Collepon memo - IF Collepon memo -	Norm Same Monitor Moni	

Within the tasking module itself the immediate changes are clear to see, the buttons that were previously in place have been replaced with tabs.

The landing dashboard page provides a dynamic overview of flights and flight minutes alongside any tasks that the user might need to action.



Tasking risk assessments, method checklists and method statements remain unchanged in functionality but have been enhanced significantly providing a more refined look and feel.

For the everyday system user, the tasking area is more clearly defined.

IMP TrustFlight	📽 Tasking	GD 📢 JB John Barron 🚦
Dashboard	Deshboard My tasks Tasking Deployments reporting Currency	
Ø Documents	ही Method Statement: All v ि Phase: All v Q. Client: All v ि Date: All v	
Events	Name * Client *	Dates Phase * From * To * Status *
🏟 Safety	• Status: Open (1)	THERE - TYPE - WHEN
🙀 Meetings	Training flight Internal	Prepare 27/08/2024 27/08/2024 Open
🔎 Equipment	Status: Completed (5)	
D Tasking	Training flight Internal	Complete 05/01/2024 29/02/2024 Completed
	Aerial Photography Smile Inc.	Complete 18/01/2024 31/07/2024 Completed
🗢 Training	Training Right Internal	Complete 01/06/2024 31/07/2024 Completed
Devices	Aerial Photography Smile Inc.	Complete 01/08/2024 29/08/2024 Completed
ID and	Power Ine Obs TF Power Inc.	Complete 28/08/2024 30/08/2024 Completed
Contacts	+ Add Task	
	_	
Support	v -	
Cotapse menu		
Centrik		

The My tasks area, selectable via a tab has inbuilt search functionality that can be adjusted, headings can be expanded or collapsed if not required.

IMP TrustFlight	📸 Tasking	GS (K) JB John Barron ()
Dashboard	Deshboard My tasks Tasking Deployments reporting Currency	
Ø Documents	37 Method Statement: All ↓ ③ Phase: All ↓ Q. Client: All ↓ □ Date: All ↓	
 Events Safety 	Name • Client •	Dates Phase * From * To * Status *
Ka Meetings	• Batus: Open (9 Training fight Internal	Prepare 27/08/2024 27/08/2024 Open
📌 Equipment 🗸	Status: Completed (S) Training fight Internal	Complete 05/01/2024 29/02/2024 Completed
🔮 Tasking	Aerial Photography Smile Inc.	Complete 18/01/2024 31/07/2024 Completed
🛨 Training	Training flight Internal	Complete 01/06/2024 31/07/2024 Completed
Devices	Aerial Photography Smile Inc.	Complete 01/08/2024 29/08/2024 Completed
L) Contacts	Power Inc.	Complete 28/08/2024 30/08/2024 Completed
💷 Support 🗸 🗸		
<⊟ Collapse menu		
Centrik		

When starting a new task and in line with other modules the phases run along the righthand side of the screen, this allows the user to see where they are within each phase.

IMP TrustFlight	📽 New Task Capture	CH Colin Harley :
Dashboard	Dashboard / Iasking / Iasking / New Task Copture	Prepare Ø
/ Decuments	Name Method Statement Client	Open
	Power line Obs Plying near electrical pylons v TF Power Inc.	Capture
M Events	Data From Data To	Open
Handover Handover	28/08/2024 前 29/08/2024 前	Task
🗘 Safety -		Participants
	Participants	Description
Compliance	+ Add	Plan
😲 Meetings 🗠	Participant Itoles	Not started
🖶 Workflows 🗠	Barron John Remote Pilot X	Deploy
A 898		Not started
	Jones, Suzie Instructor X Observer X	😑 By 🛱
🔎 Equipment 🗸	Chegg, Scott Payload Operator X [] Delete	Notstarted
🗎 Tasking 🧠		😄 Recover 🖨
Equipment	Description	Not started
UAV	Description (optional)	
🕏 Forms 🗸 🗸	Power line observations	2
	Output Required (spforu)	
Truining ·	Looking at potential damage to the pylon power cables and to record any issues	
<⊟ Collapse menu		
Centrik	E) Save Cancel Close Capture	

Once again, the visuals have been improved throughout, this is very noticeable within the equipment selection area of a task.

IM	TrustFlight	Task Capture - Pow	ver line Obs								0		CH Calin Harley 1
21	Deshboard	Dashboard / Taska / Taskin	a / <u>Iaskins</u> / Task Cr	pture - Power line Obs	0								Propara Ø
0	Documents	Output Required Instignal											Open
	Events	Looking at potential damag	ge to the pylon power (ables and to record an	ny teologi								Capture
=	Handover	Equipment selector									_	1	Task
•	Safety -	Show equipment reser	ved by other tasks?	Show all equipment?									Participants
		UAS		Payload		Battery		Camera		Controller			Qeacription
	Compliance ~	DJI - Mavic 2 Zoom	Ok 275	Delivery box - 02 e 002 Box	Ok	Dat Mini 3 Battery	ÓN .	TF/CAM/SONY - 1 SONY 2X546	Ok.	TF/CONTROL - 1	ON		Equipment selector
W.	Meetings *	DJR - Marks 2 Zoon		Delivery box - 04 e 004 Box	CR	010 DJI Mek 3 Battery	ON	SONY ZXS46	Ok	FF/CONTROL - 10	Ok		e Pan
=	Workflows -	DIL-MK	Ok			011 DUI Miles 3 Battery	Ok	SONY 2X546	Ok	TF/CONTROL - 2	Ok		Open
	Rok	CITE/DJIMIN(002 CJI - Mini	Ch							C TF/CONTROL * 3 Aeronae	Ok	1.19	O Deploy
y.	Equipment ~	C TF/DJIMIN(003 DJI - MH	ON							C TF/CONTROL - 4	Ok.		Complete
	-	DIF-MW	Ok							TF/CONTROL - 5 Microwy	OK	۰	Py
-	i and g	DJI- Mee	Ch							TF/CONTROL - 6 Micrunav	OR		Open
	Equipment .	TF/SWOOPKOOK/001	Ok							D TH/CONTROL - 7 SRUC	ON	•	Recover
		TF/SWOOPKOOK/002								SROC SROC	Ok		
	Yuma Y	Kopkatsana MH38								SRUC SRUC	Ok		
٠	Training ~	TF/SWOOPKOOK/003 Setup Aero - Secop Kookaterra Mida	On										
t≣.	Collapse menu	(Addates and M.A.											
	Centrik	E Save Cancel				Close Caph.	"						

When it comes to the recording of flights both the web browser and the App version are consistent with the user experience adjustments.

Web browser

IM	TrustFlight	📽 Task Pre-Flight - Power line Obs	CH Colin Harley
≝	Handover	Dashbaard / Taskn / Taskng / Taskng / Task Pre-Flight - Power line Obs	Prepare Comolete
0	Safety ~	Name Mathed Ratemant Float	
	Compliance ~	Power line Obs Filying near electrical pylons TF Power Inc.	Complete
10	Meetings ~	Flight Properties	Ø Plan
-		OS Grid Reference / Location County Work Stream	Complete
=	Workhows *		Deplay
•	Risk	Op Type Category Spare	Complete
۶	Equipment ~	First flight of the day Checks	By By
	Tasking ^	Class + Environment + Check + Actions Break +	Open
	UAV	Pre-fight checks Flow Completed	Equipment select
	Equipment	UAS DJI - Mavic 2 Zoom TFIDJIMAV2/002 Propeller check From Completed	Open
9	Forms ~	Pre Flight Checks	Coen
	Training ~	Class • Equipment • Check • Actions Result •	Post-Fight
		Damage check Filtrow Completed	Open
	Devices	Flying in / near b thow Completed	- Recover
t,	Config	Take-off and Landing Locations	Open
- 100	• · · · · · · · ·	Take Off Location/Postcode/Grid Ref Take Off Latitude Take Off Latitude	
•=	Collapse menu		Le .
	Centrik	CP Edit	

An example of the second second				
Task				
Name		Method Statement	Client	
Production				
First flight of the day				
Class Equipment Pre-	Check Act	ions Result View Completed		
Pre Flight Checks				
Class Equipment	Check	Actions Result		
Flyi	ng in / near pylons	View Completed		
Dan	nage check	View Completed		
Information				
Description / Comments				
Launch		Post Flight -> 🗮 All Fl	ights	
			4	

Bencentrik-I.centrik.net		JB John Barron	
Тазк			
Name	Method Statement	Client	
Flight Record			
Pilot	Payload Operator		
John Barron	Scott Chegg		
Take Off Date	Landing Date		
28 Aug 2024			
Take Off (UTC)	Landing (UTC)		
16-12			
Land			
	+ Pre Flight Add Next Flight	≡ All Flights	
		a	MU G

Finally, the Deployments reporting, currency pages and Logbook areas have been refreshed in look and feel, featuring new search functions, clearer visuals and downloading capabilities.

IM	TrustFlight		😢 Drone Dep	loyments						© K	CH Colin Harley Centrik User
R	Compliance	* *	Dashboard	My tasks Tasking	Deployments reporting	Currency					
42	Meetings	С									
	Workflows										Show filters
	-		County +	Date/Time +	Duration (mins) +	Ор Туре 🔹	Category +	First flight of the day 7 +	Plot +	Status +	Comments
1	nan		Kent	22/08/2024 07:59	166	Commercial ops	Commercial	No	Jones, Suzie	Incomplete	
۶	Equipment	¥	Kent	26/08/2024 08:00	120	Commercial ops	Commercial	No	Barron, John	Incomplete	
	Tasking			26/08/2024 12:13	137	Training	Training	No	Harley, Colin	Incomplete	
-			Kent	27/08/2024 08:01	89	Commercial ops	Commercial	No	Jones, Suzie	Incomplete	
	UAV			27/08/2024 12:14	166	Training	Training	No	Harley, Colin	Incomplete	
	Equipment			28/08/2024 12:14	166	Training	Training	No	Harley, Colin	Incomplete	
12	Forms			28/08/2024 15:53	0			Yes	Barron, John	Completed	
				28/08/2024 16:12	35			Yes	Barron, John	Unset	
	Training			29/08/2024 10:15	147	Commercial ops	Commercial	No	Harley, Colin	Incomplete	
	Logbook										± Download
	Devices										
	Config										
€	Collapse menu										
	Centrik										



Currency pages

IM	TrustFlight		FTL Currency						CHI Cellin Harley
٥	Safety		Dashboard My tasks	Tasking Deployn	ients reporting	Curre	ncy		
	Compliance			30 days	60 d	lays	90) days	Currency rules for LIAV nitris-
	Meetings		Plot	Flights Flight tin	e Flights	Flight time	Flights	Flight time	Minimum 7 thre (195 minut) and only finded finded finded finded in the last 90 date
-			Barron, John	6 565	8	802	10	1167	Minimum 2 flights in the last 30 days
-	WORKING		Cummins, James	0 0	0	0	1	234	
	Risk		Jones, Suzie	8 867	10	1714	19	2104	
۶	Equipment								
	Tasking	^							
	Egipment								
12	Forms								
	Training								
	Logbook								
	Devices								
.∈	Collapse menu								
	Centrik								

Centrik App

Refreshed design

The immediate difference is the appearance of the interface, aligned with the browser based version of Centrik 5 and other products in the TrustFlight suite.



Setting up

When the app is first launched, the process of setting up hasn't changed, other than the interface and style.



Following migration to Centrik 5, users with the Centrik v4 app already installed will be advised that they have been upgraded. Clicking 'OK' on this prompt will automatically change the interface to Centrik 5.



Component Download page

Once the setup process is complete, the first page visible is the Component Download page. Similar to the appearance of widgets, there are now tiles / squares for each updatable component which replaces the former 'list' view.

Furthermore, there is a useful 'Update' button within each tile, making it more obvious that you can update a single component, rather than always using 'Update All'.

The 'Update All' button has also moved, now located in the top right part of the screen.



Main menu

Changes to the user profile menu (icon with three lines) include:

- 'Online site' is now located here, previously this was listed as 'Go Online' within the bottom navigation menu, alongside the modules.
- Open Tech Log offering direct link to the Tech Log app (if installed). Equally, within the Tech Log app you can select 'Open Centrik', creating a simple, seamless way to switch between TrustFlight applications.
- The app version number is now visible at the bottom of the screen, beneath the Centrik logo.



Navigation menu

Changes to the horizontal navigation menu at the bottom of the screen, include:

- The 'Home' icon can be selected to navigate to the Component Download page, where a device can be updated / synchronised. This replaces the 'Sync' icon from the previous app version.
- The 'Go Online' icon has moved to the user profile menu, as mentioned in the 'Main Menu' section above.



Updating / Synchronizing a device

The update process remains the same, however there are subtle advisory improvements and prompts, which indicate progress whilst synchronizing, this includes:

• During synchronization – "We are synchronizing data with server. Please wait"



• Orange side border when items are in progress, before turning green when 'Up to date', or red when 'out of date'



• A completed synchronization displays a clear remark at the top, with a green tick stating, "All downloaded components are up to date."



• Out of date items prompts with a red exclamation mark, stating "Please update outdated components before you continue."

0	Ø
APPLICATION	NOTICES
Up to date	Out of date (<24 Hours)
	Update
D	
PRIFEINGS	CEPTIEICATES
Out of date (<24 Hours)	Out of date (<24 Hours)