



# Centrik v4 - v5 Differences Guide

Version 1.3

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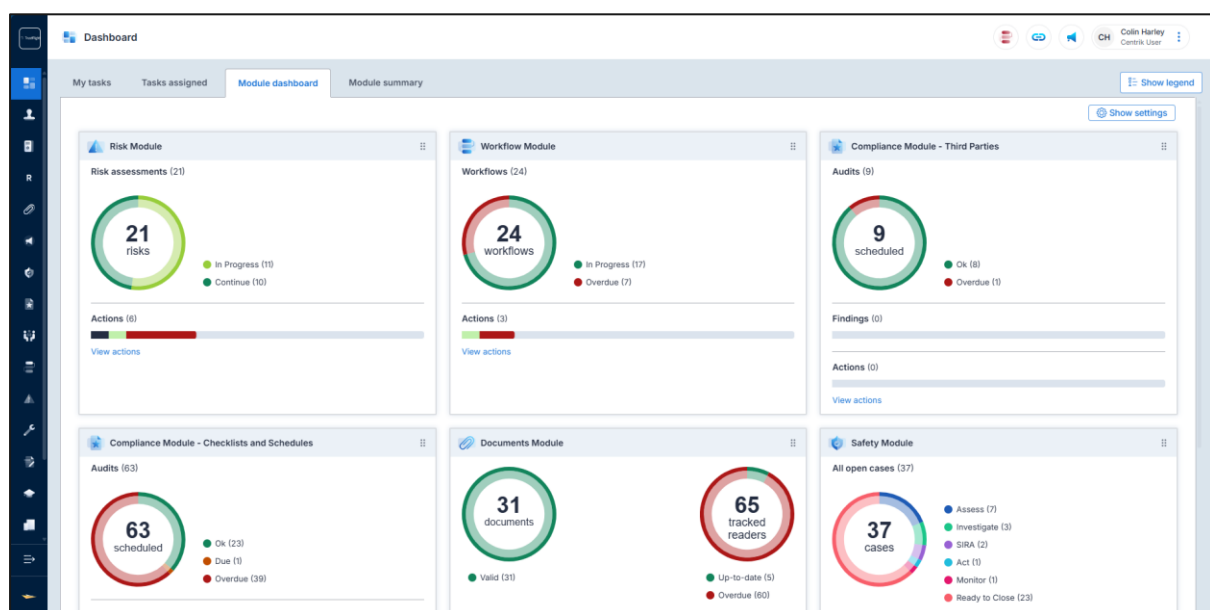
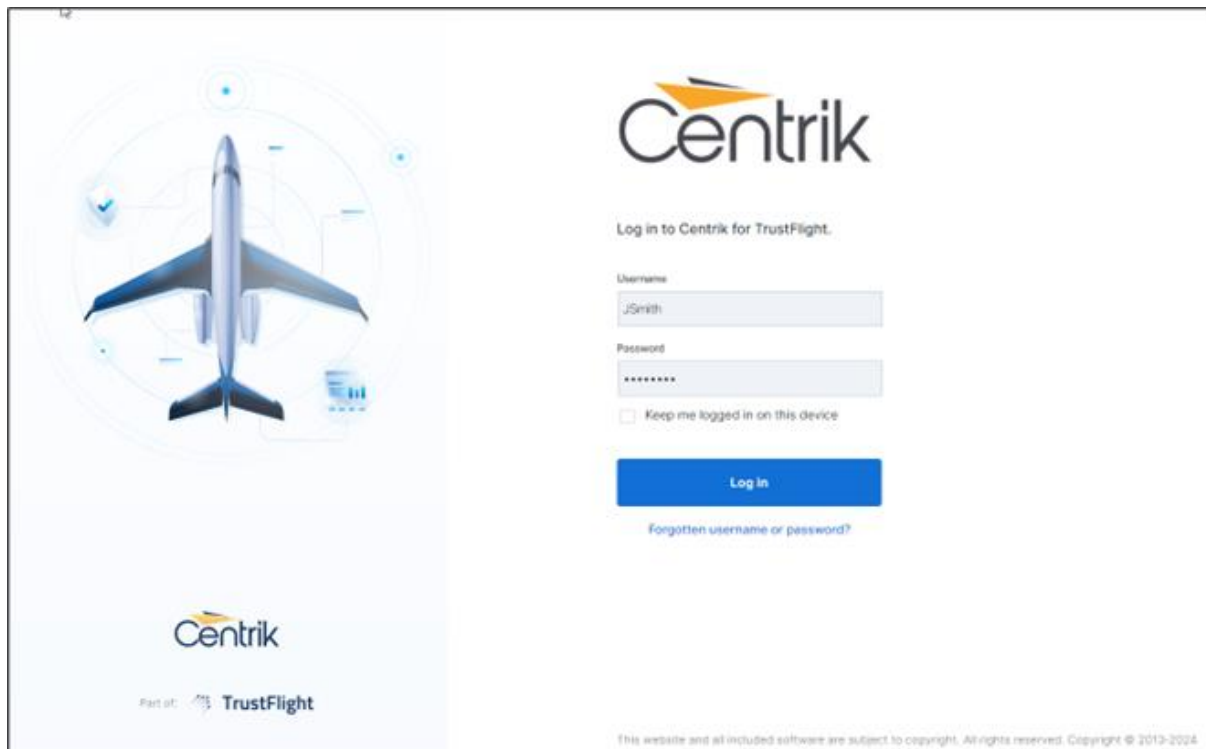
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# System Overview – Dashboard, Actions

## Centrik 5 design

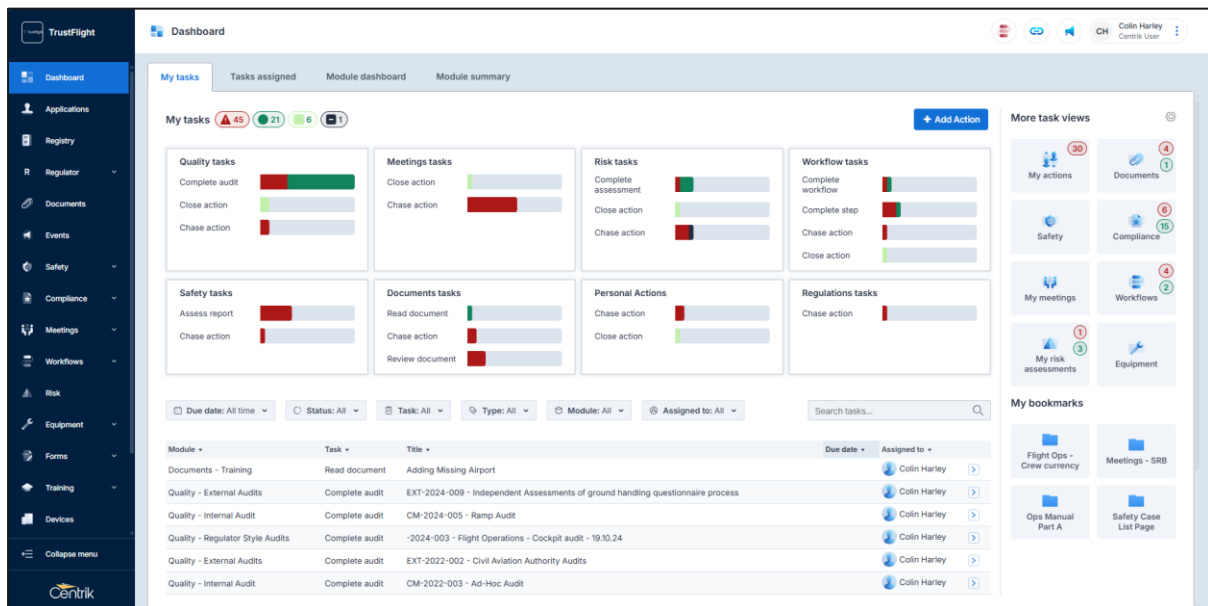
The first obvious difference before and after logging in is the overall look and feel of the interface. For example, there are noticeable colour and font changes to improve usability and accessibility. It's a completely fresh style that aligns with other products in the TrustFlight suite.



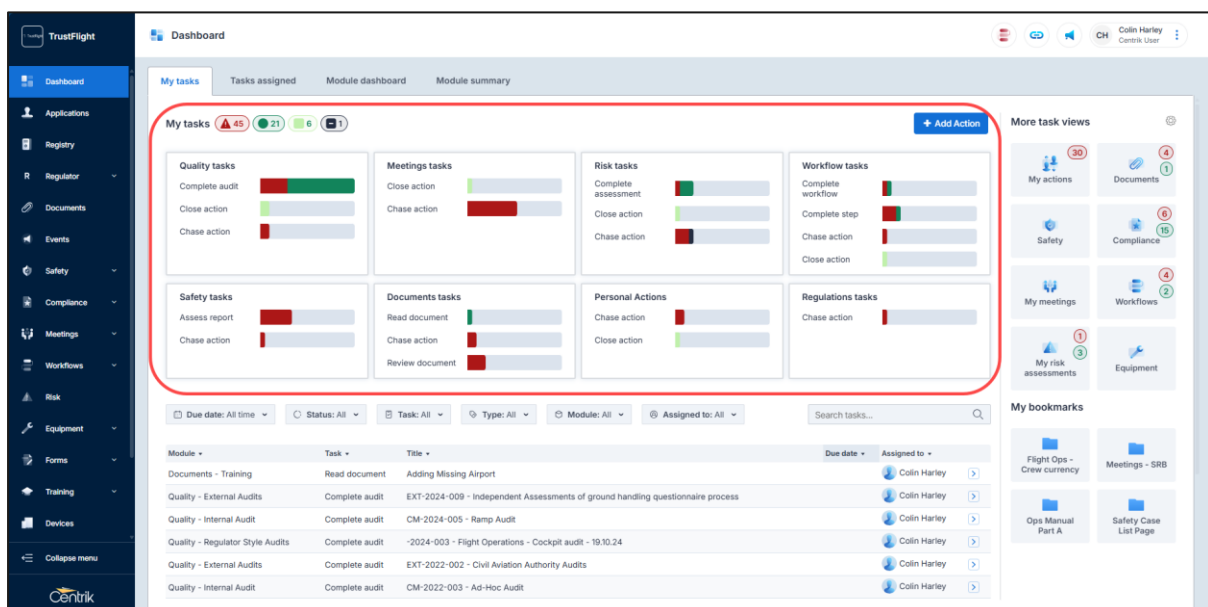
## Personal My Tasks list

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.



Visual displays of your tasks alongside a filterable list of tasks.

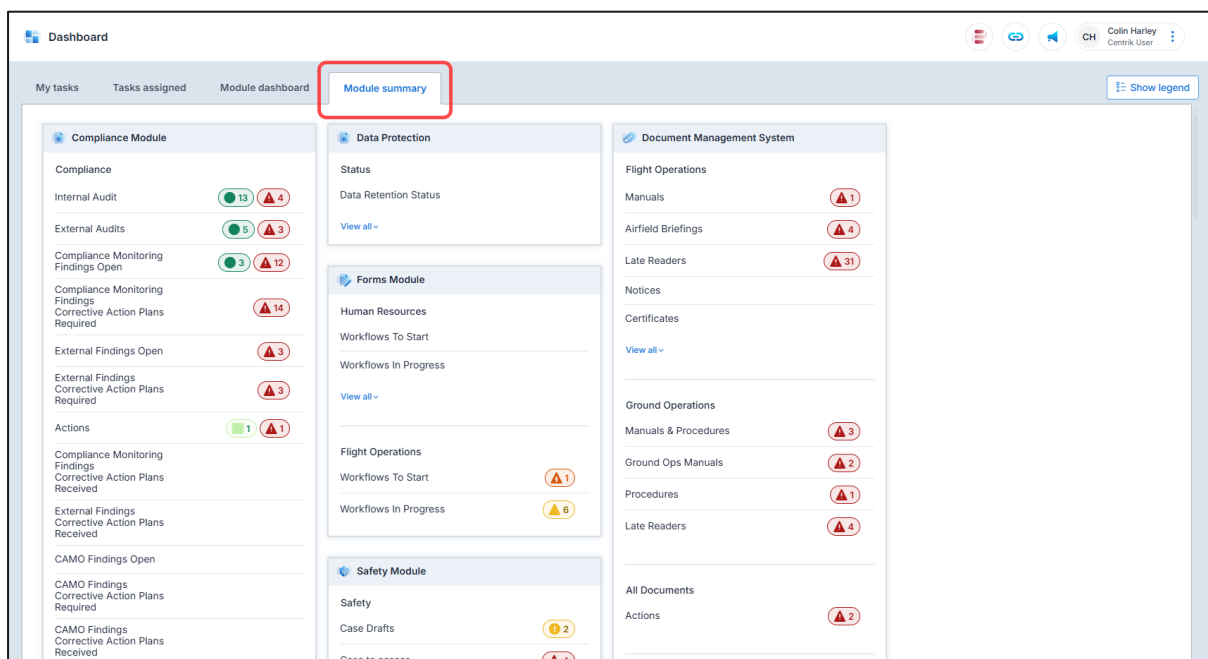
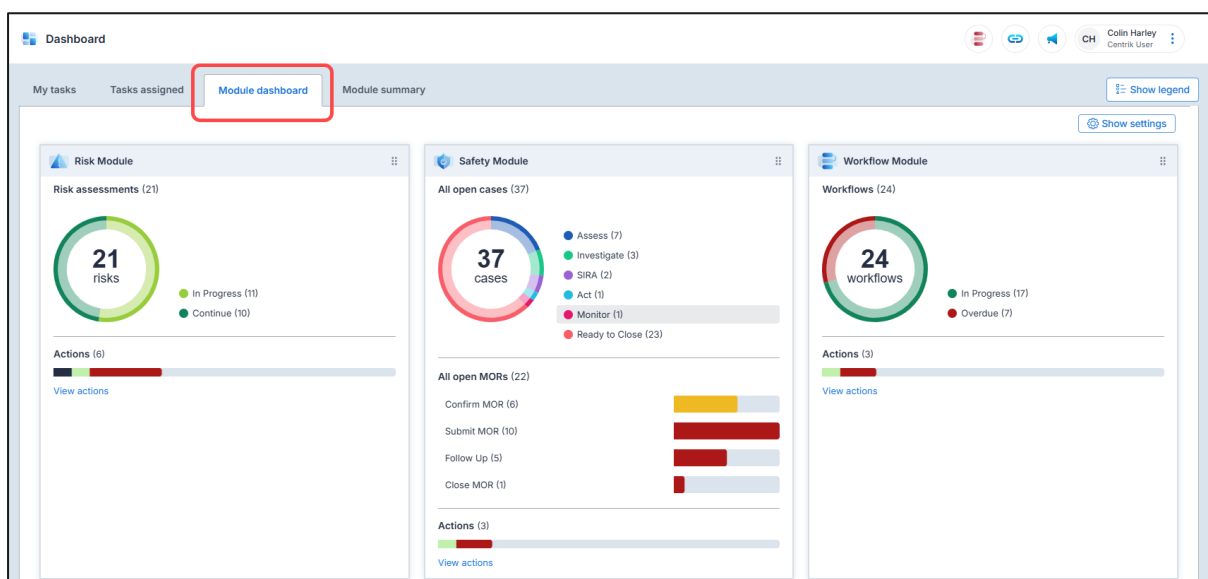


## Module dashboard and Module summary

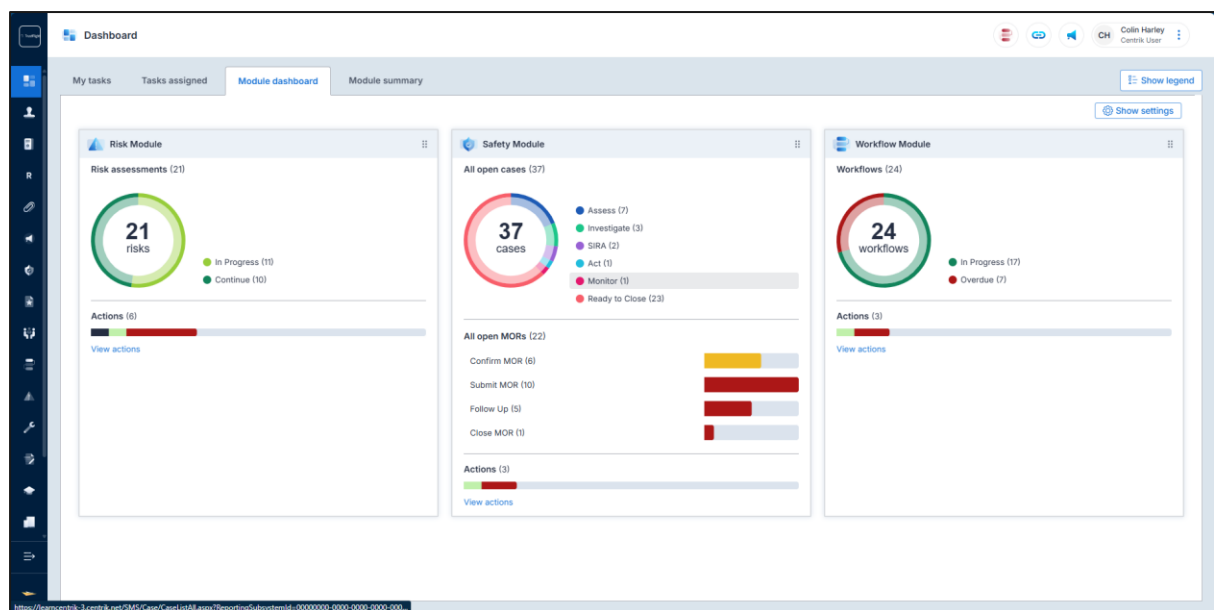
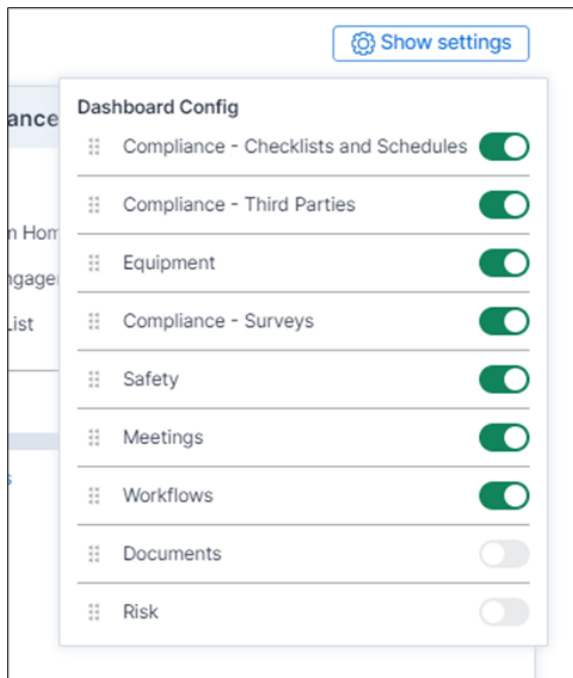
If 'See Dashboard' access rights are granted, users still have oversight of the appropriate modules, however replacing the 'Module Status' area in Centrik 4 are two new tabs:

- 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.



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.

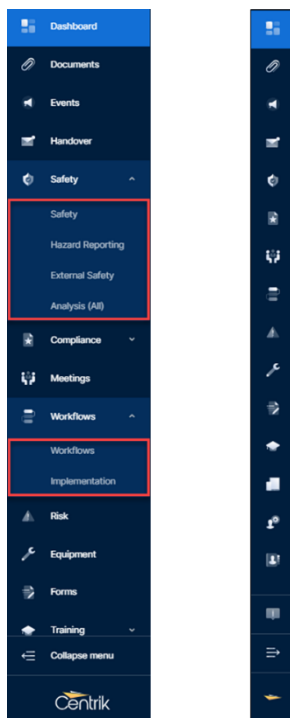


## Navigation menu

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.



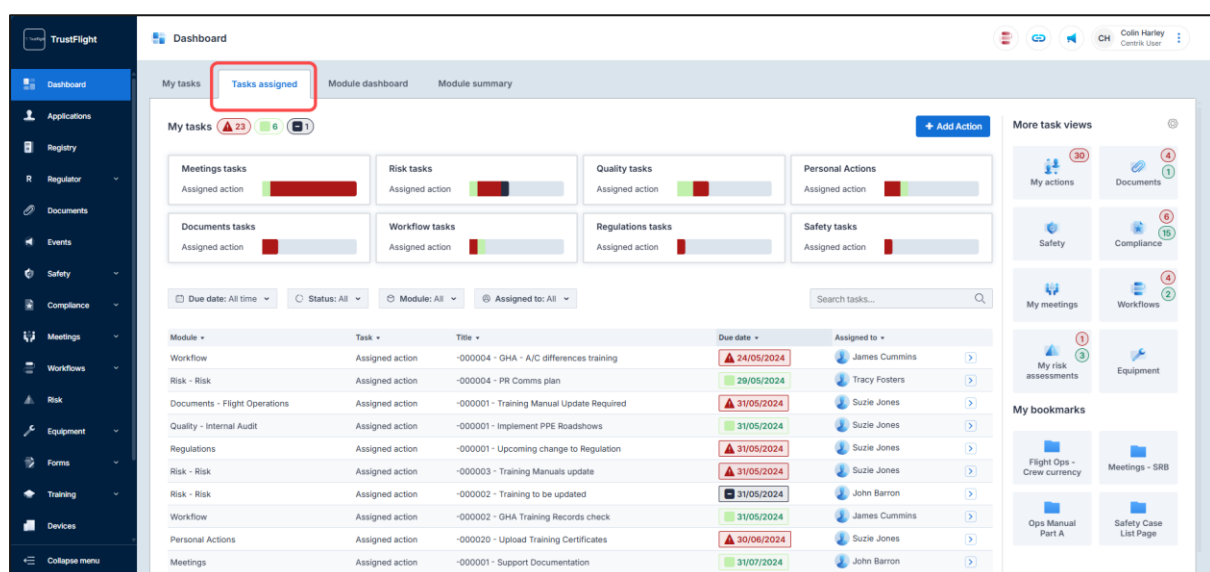
## Task List Enhancements

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.

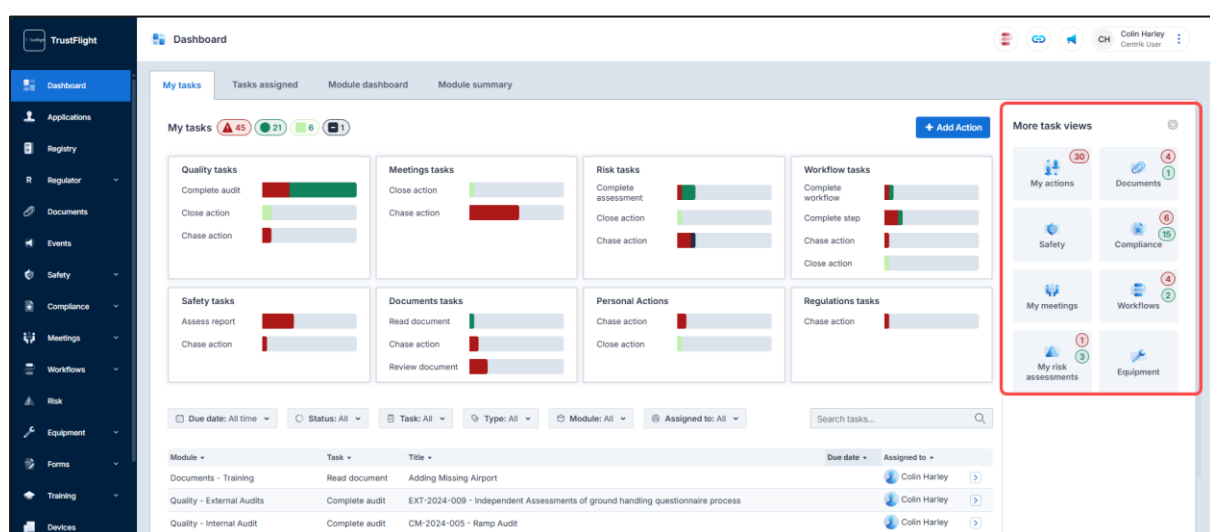
Additional improvements include:

**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.



The My tasks area is further supported by the inclusion of the **More task views** area. This creates a visual indication of your tasks within the associated modules.



## Bookmarks

The addition of **bookmarks** offer several benefits that improve efficiency and accessibility for users across all modules, for example;

You are able to **Bookmark Critical Documents for fast access**

- Instantly access key manuals (e.g., OM, SMS, MEL), SOPs, and safety policies without navigating through folders.

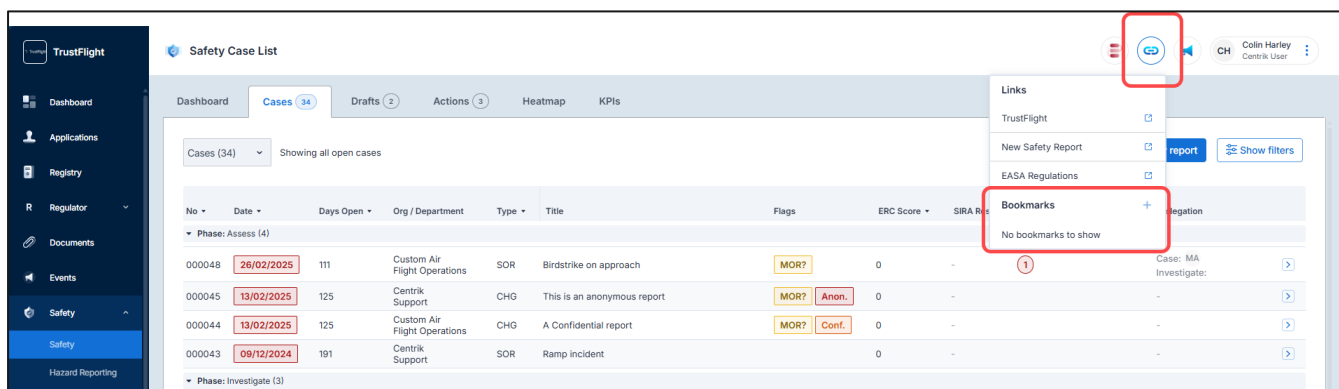
You can **Bookmark Audits to Prepare in advance of an inspection**

- Bookmark evidence, audit trails, or inspection reports to quickly retrieve them during **CAA, EASA, FAA**, or internal audits.

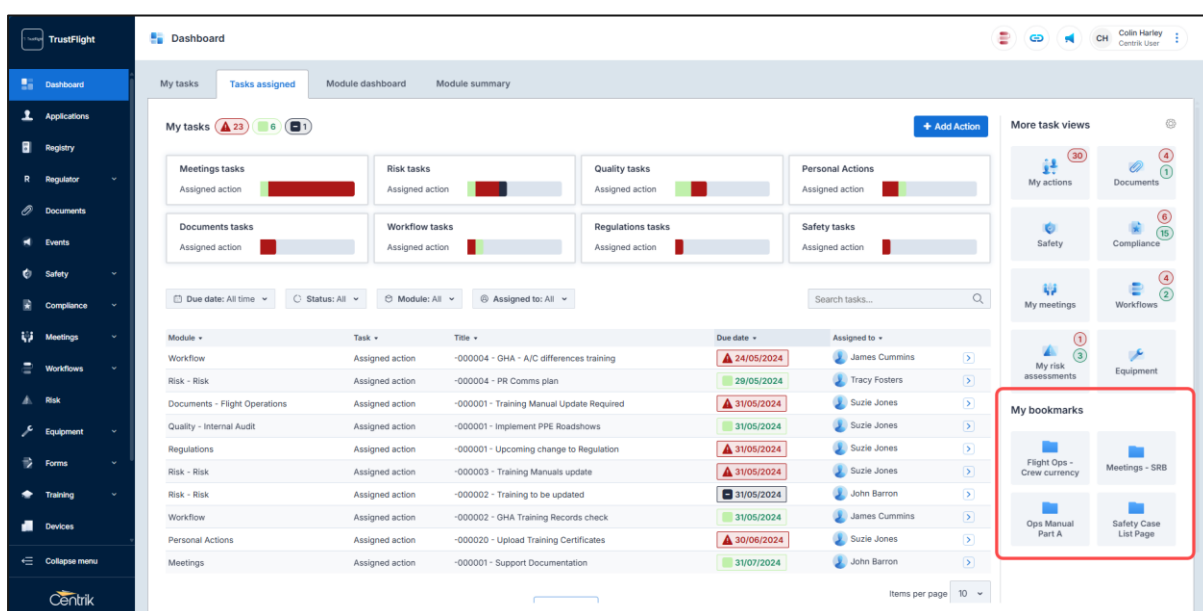
Or why not **Bookmark a specific Safety cases**

- Keep safety reports bookmarked for ongoing monitoring and follow-up.

The bookmark tool can be found within the top header bar under the **Links icon**.

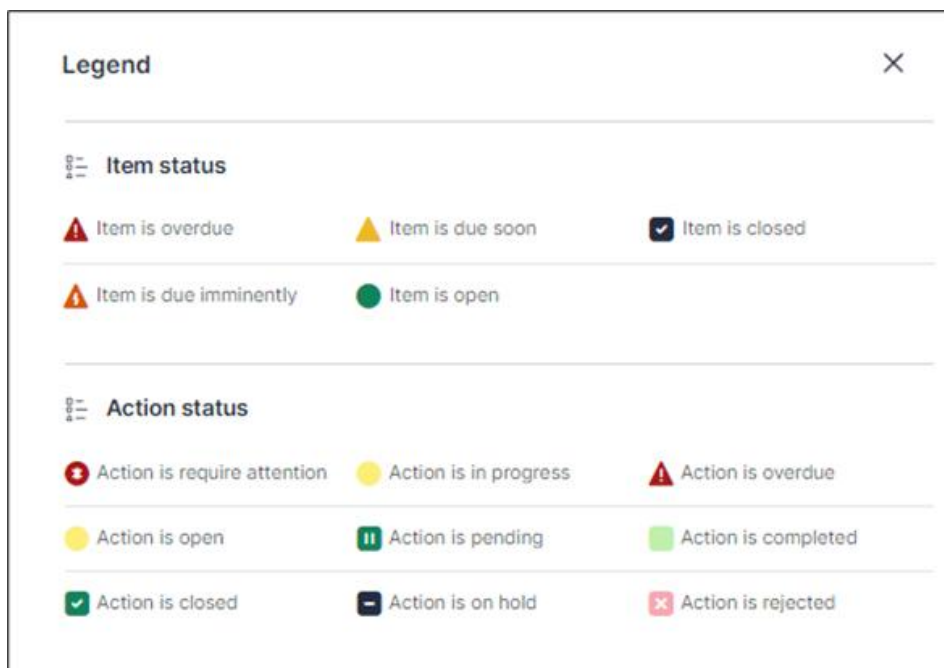
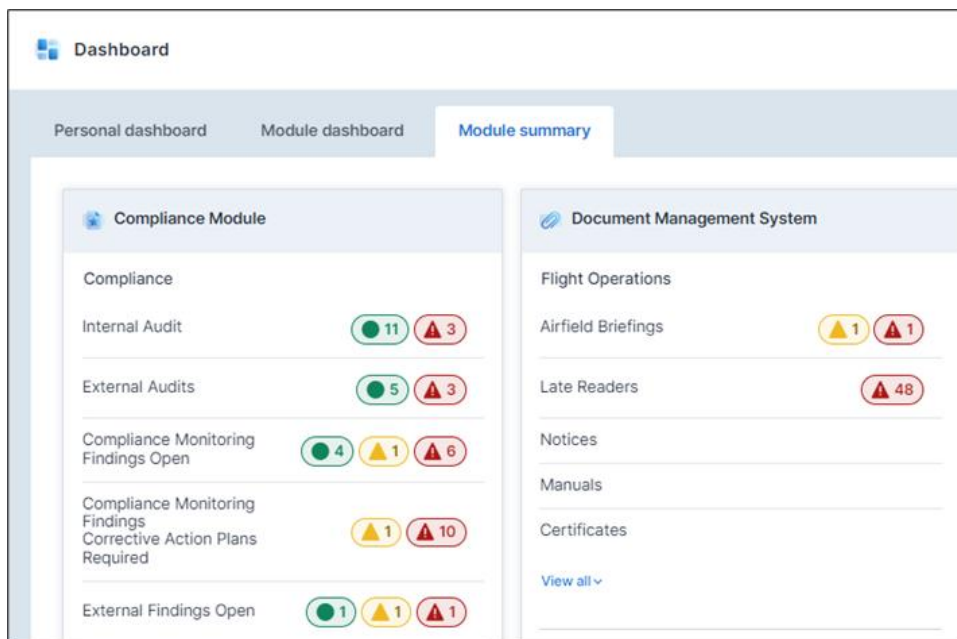


Once bookmarks have been added they appear as quick links within the my bookmarks area.



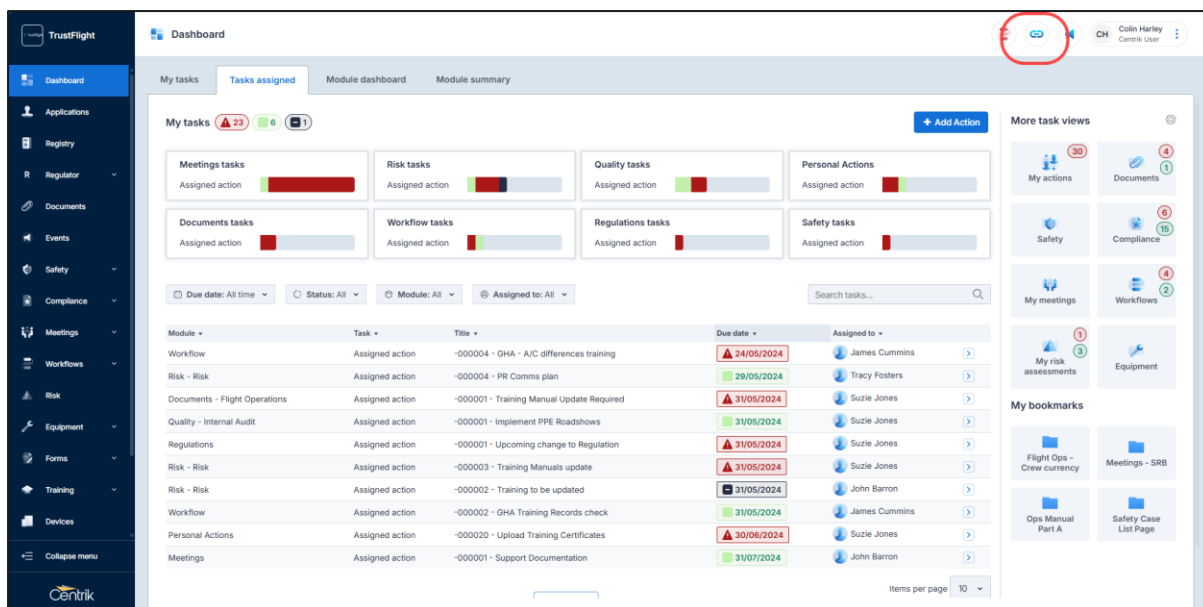
## Action indicators

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.

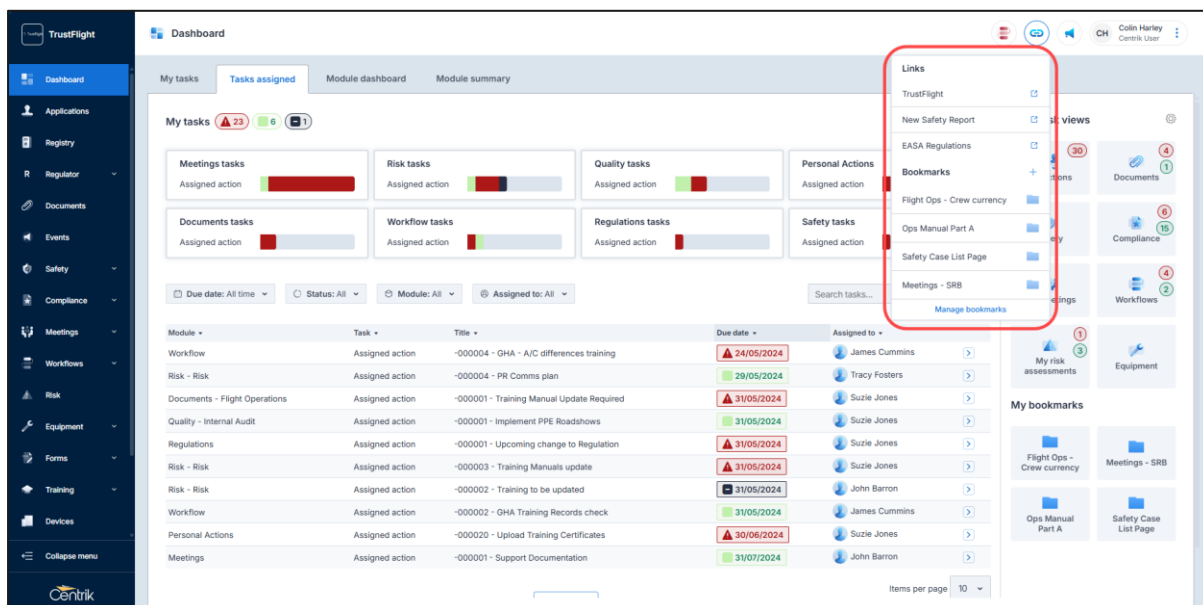


## Links

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.



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

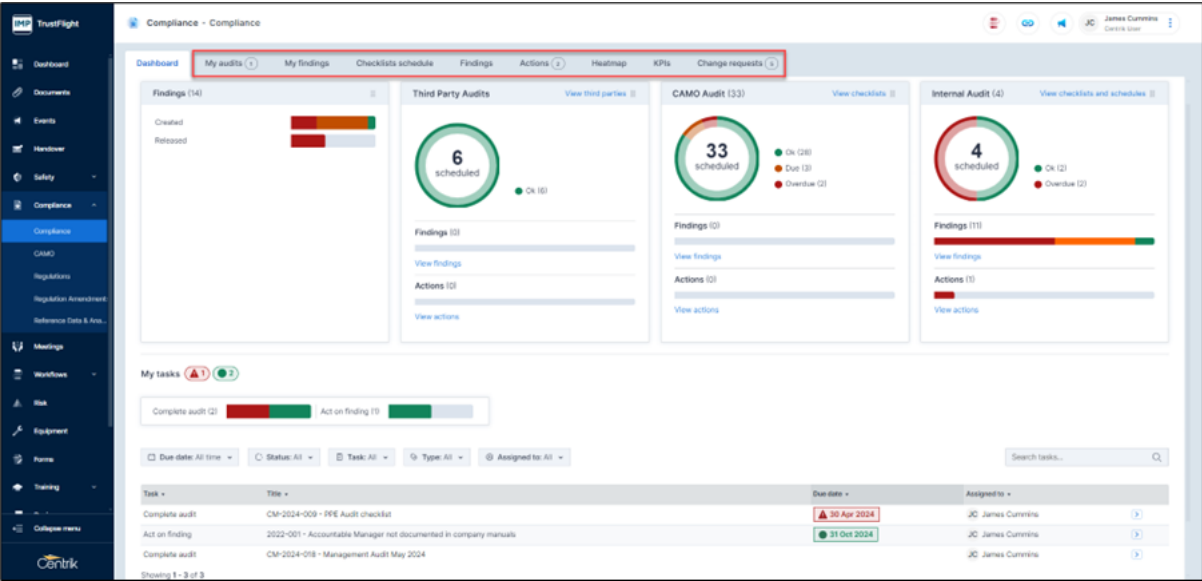


## Module dashboards

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'.



## 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.

The screenshot shows the 'Document - Aircraft Manual APR24' page. The breadcrumb trail is 'Documents dashboard / Flight Operations / Notices / Document - Aircraft Manual APR24'. Below this is a table with columns: Number, Title, Type, Created by, Created On, and Time. The first row of data shows '3', 'Aircraft Manual APR24', 'Operational', 'SJ', '29/04/2024', and '14:00'. The 'Created by' field is highlighted with a red box, and a tooltip is visible showing the full name 'JC James Cummins'.






Number	Title	Type	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.

Description

Description of action to be taken (if required) (optional)

H B I ~~S~~ | — 66  |    

### Actions for 03JUN

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**Handover from evening operation:**

Do **not** allow customer Smith to travel until proof of payment confirmed.

- DQ004 Arriving 40 minutes late
- Perimeter road closed - staff may arrive late

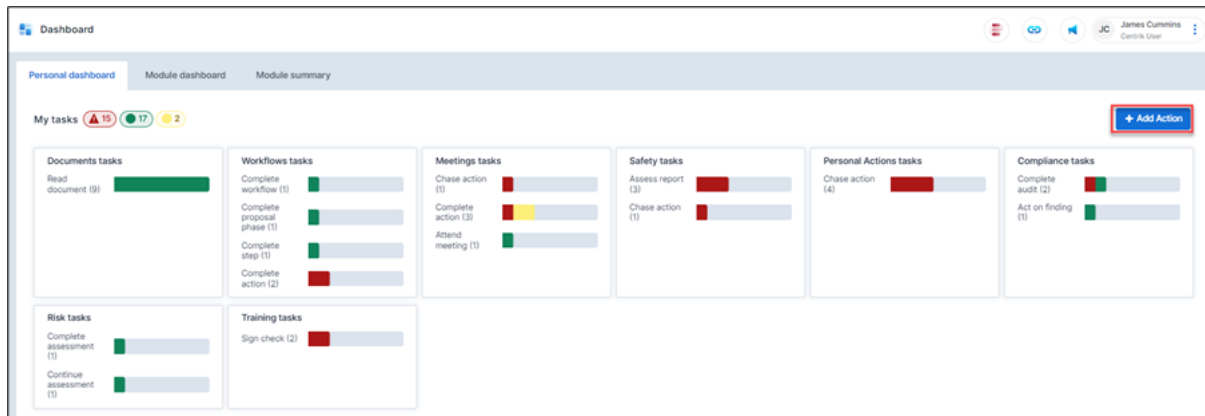
## Editable fields

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.

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

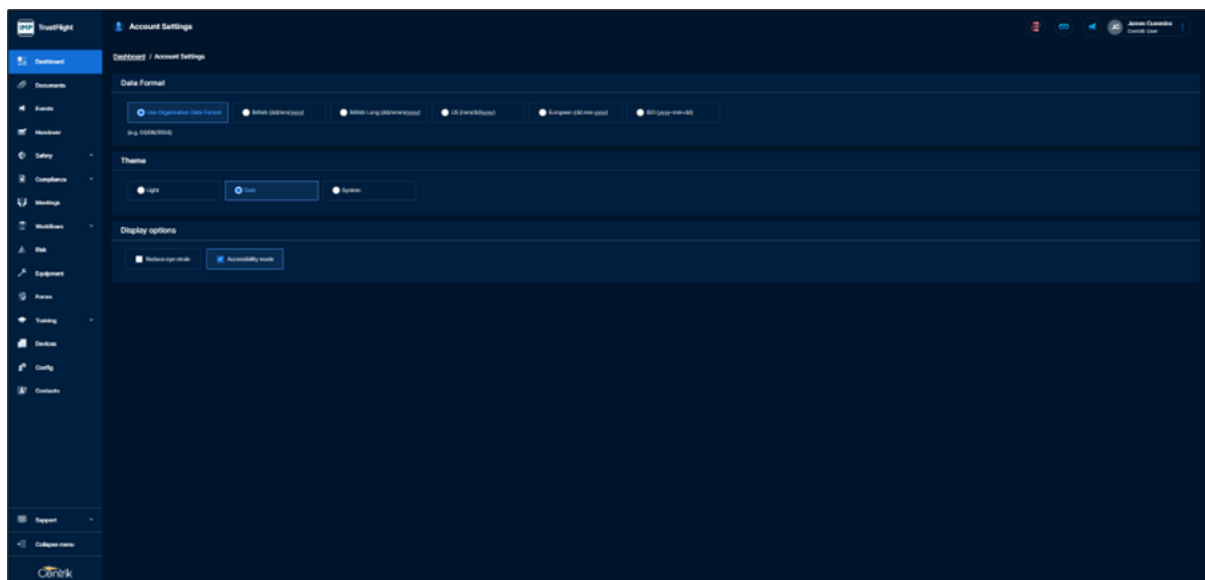
## Actions

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.



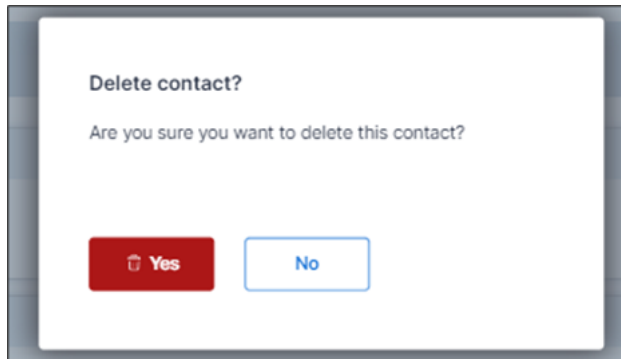
## Dark mode

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

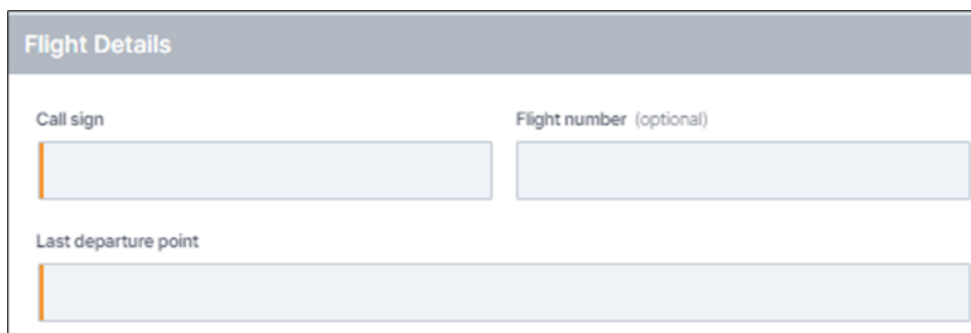
- Clearer delete prompts. Delete prompts are more centralized and obvious, which may hopefully reduce items being deleted in error.



- 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.



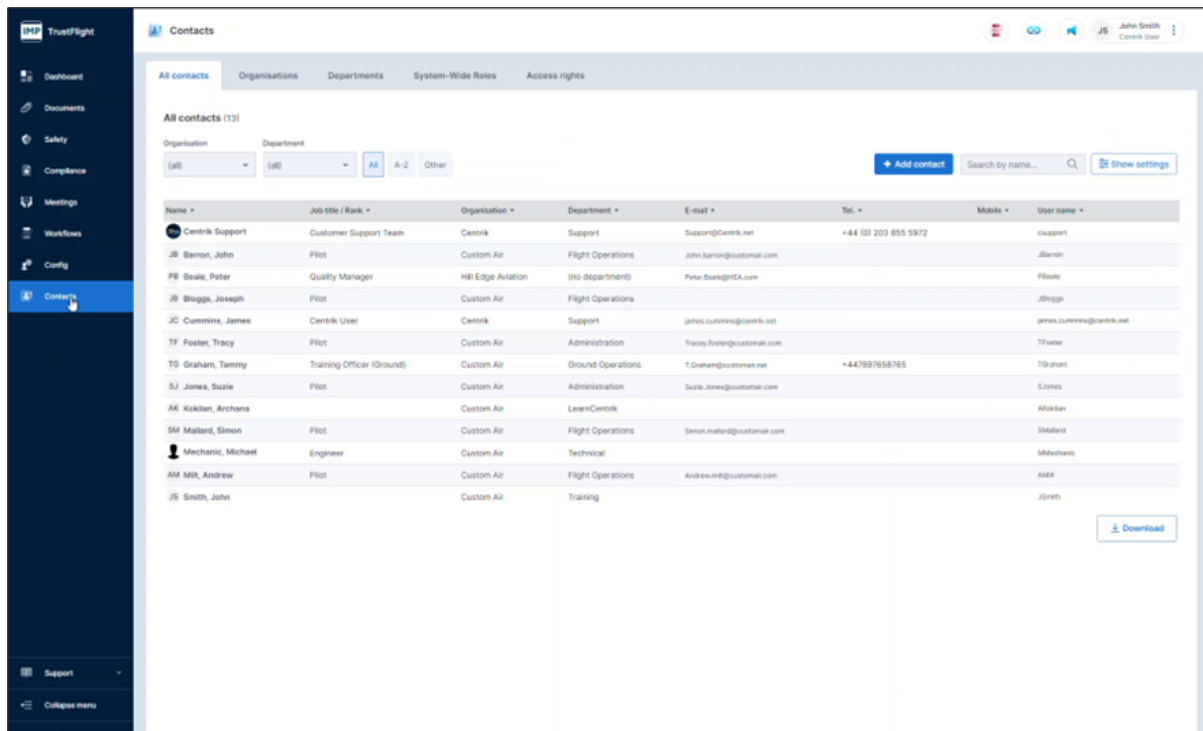
- Mandatory fields in Centrik 5 are presented differently, with an orange vertical line on the left border of the field.

A form titled "Flight Details". It contains three input fields. The first field is labeled "Call sign" and the second is labeled "Flight number (optional)". The third field is labeled "Last departure point". Each input field has a vertical orange line on its left border, indicating it is a mandatory field.

# Contacts Module

## Accessing the Contacts module

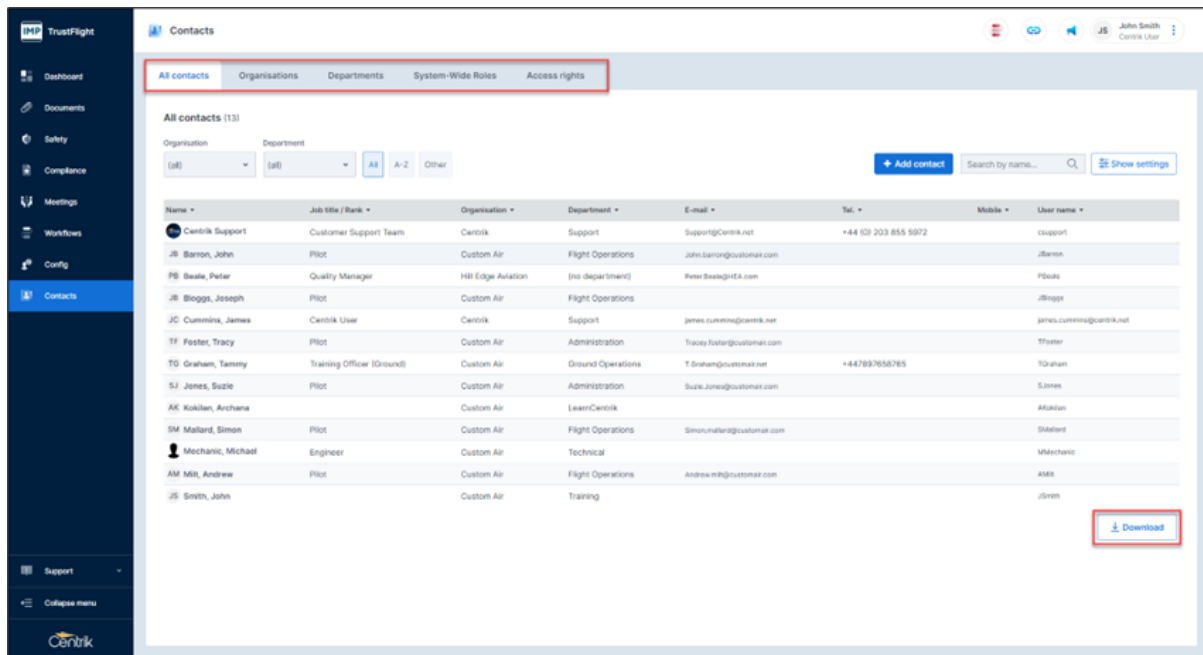
To begin exploring the Contacts module in Centrik 5, navigate to the sidebar on the left, then click on the 'Contacts' module to access the contacts management area.



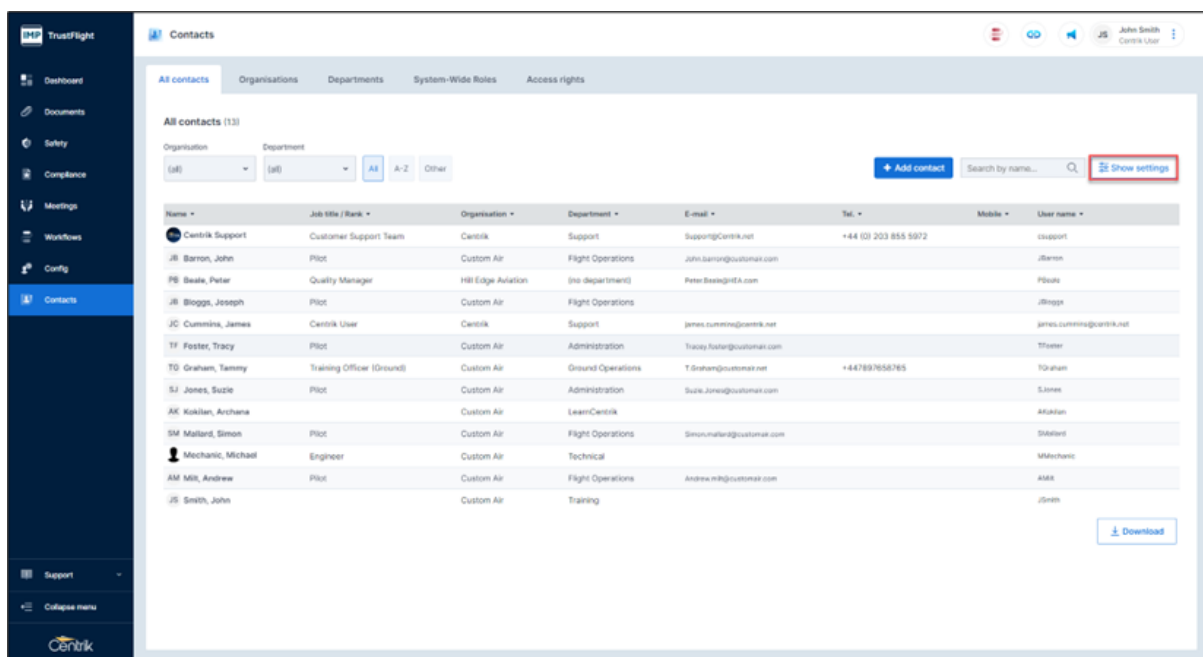
Once loaded, you will recognize a familiar looking list of names, the list of users that have been added to your Centrik system.

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.



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



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

☐ Show names as First Last

Archived users

☒ Show only active users

☐ Show both active and archived users

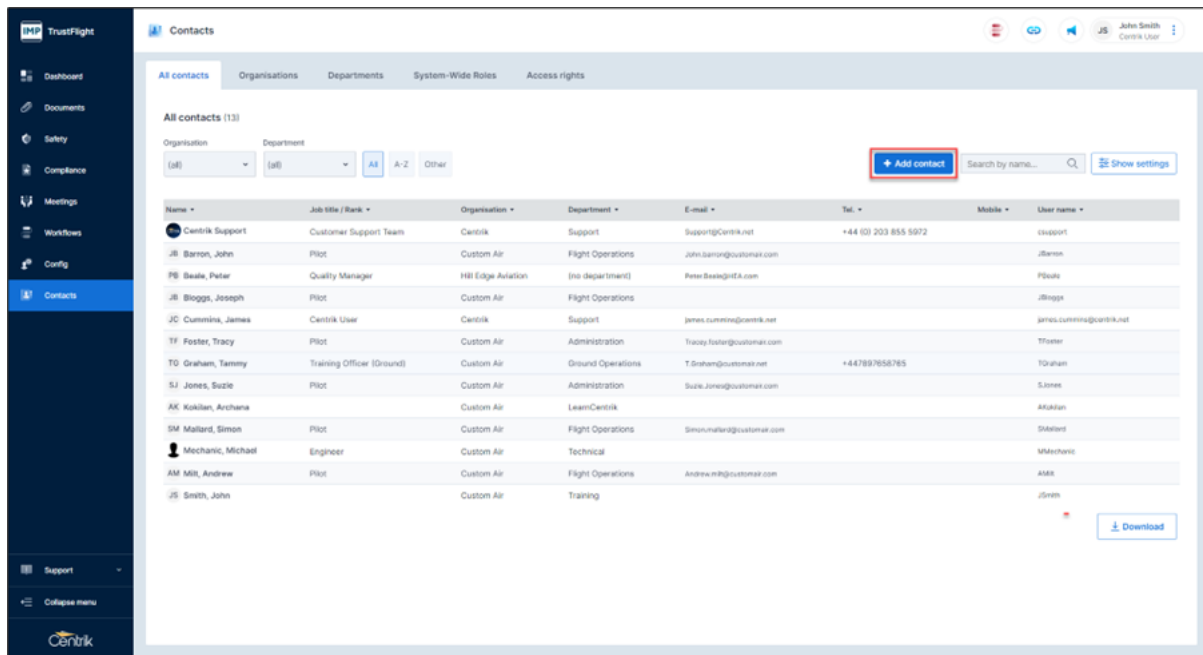
☐ Show only archived users

🔍 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.



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.



## 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.

Area	Do	Sys	Org	Dept.	See	Sys	Org	Dept.	Manage	Sys	Org	Dept.
Documents	Use Documents	<input checked="" type="checkbox"/>	-	-	-	-	-	-	Manage Structure	<input checked="" type="checkbox"/>	-	-
Flight Ops	-	-	-	-	See Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manage Documents	<input checked="" type="checkbox"/>	-	-
	-	-	-	-	-	-	-	-	Track documents	<input checked="" type="checkbox"/>	-	-
Ground Ops	-	-	-	-	See Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manage Documents	<input checked="" type="checkbox"/>	-	-
	-	-	-	-	-	-	-	-	Track documents	<input checked="" type="checkbox"/>	-	-
Technical	-	-	-	-	See Dashboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manage Documents	<input checked="" type="checkbox"/>	-	-
	-	-	-	-	-	-	-	-	Track documents	<input checked="" type="checkbox"/>	-	-
Safety & Compliance	-	-	-	-	See Dashboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manage Documents	<input checked="" type="checkbox"/>	-	-
	-	-	-	-	-	-	-	-	Track documents	<input checked="" type="checkbox"/>	-	-
Administration	-	-	-	-	See Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manage Documents	<input checked="" type="checkbox"/>	-	-
	-	-	-	-	-	-	-	-	Track documents	<input checked="" type="checkbox"/>	-	-
Security	-	-	-	-	See Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manage Documents	<input type="checkbox"/>	-	-
	-	-	-	-	-	-	-	-	Track documents	<input type="checkbox"/>	-	-
Devices	Install (Personal)	<input checked="" type="checkbox"/>	-	-	View EFBs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manage EFBs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Install (Shared)	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-
	Install (Multi-User)	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-
Safety	Submit Cases	<input checked="" type="checkbox"/>	-	-	See Cases	<input type="checkbox"/>	-	-	Manage Cases	<input type="checkbox"/>	-	-
	Add Comments	<input type="checkbox"/>	-	-	See Dashboard	<input type="checkbox"/>	-	-	Include Confidential	<input type="checkbox"/>	-	-
External	Add Comments	<input type="checkbox"/>	-	-	See Cases	<input type="checkbox"/>	-	-	Manage Cases	<input type="checkbox"/>	-	-
	-	-	-	-	See Dashboard	<input type="checkbox"/>	-	-	Include Confidential	<input type="checkbox"/>	-	-

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	-	-	-
See Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	-	-	-
See Dashboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-	-	-	-

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 documents	R	-	-
See Dashboard	R	✓	✓	Manage Documents	R	-	-
-	-	-	-	Track documents	R	-	-
See Dashboard	R	✓	✓	Manage Documents	R	-	-

## 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

Upload

Contact Information

E-mail Address

Telephone

Mobile

Tracey.foster@customair.com

-

-

Contact for...

Approval Types

Edit

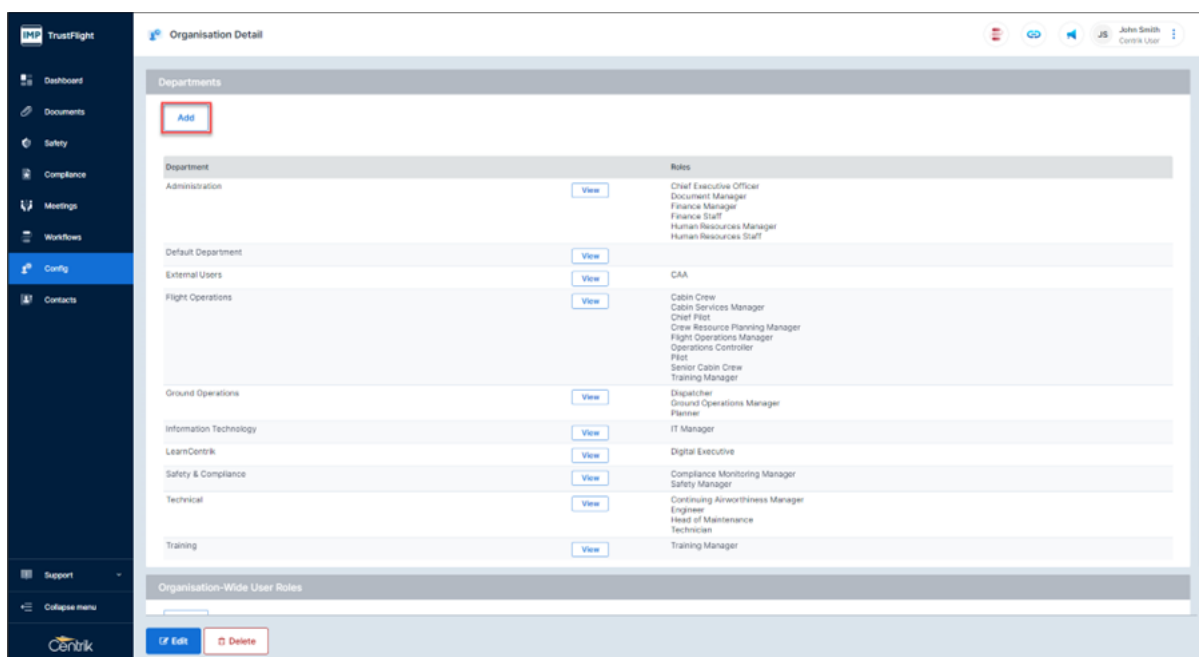
Delete

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!



## 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

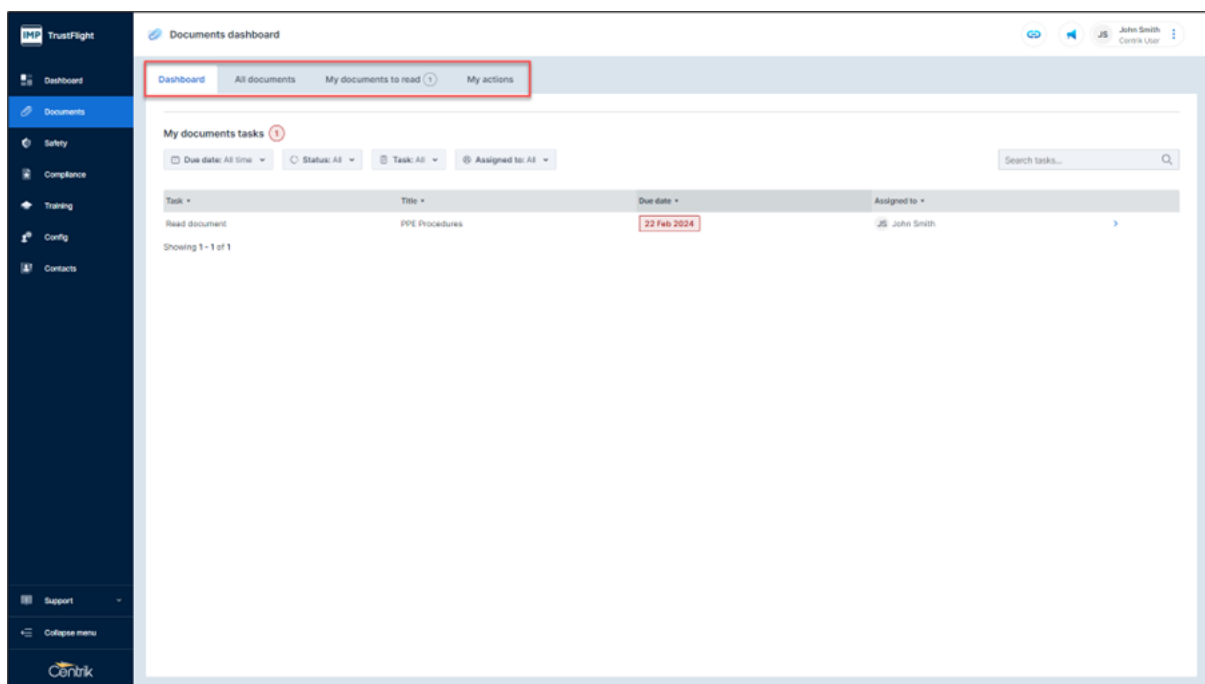
In this section we will split the explanation of differences into two perspectives. One for end users receiving and viewing documents and another for document managers, responsible for tracking, uploading and withdrawing etc.

### 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:

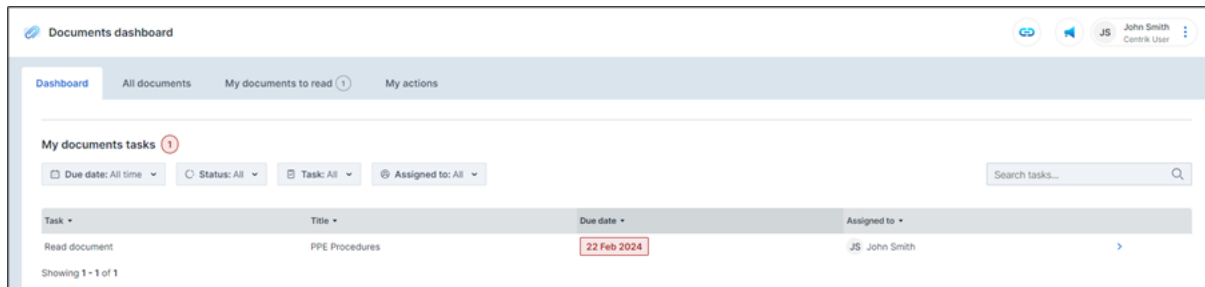
- Dashboard
- All documents
- My documents to read.
- My actions



'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.

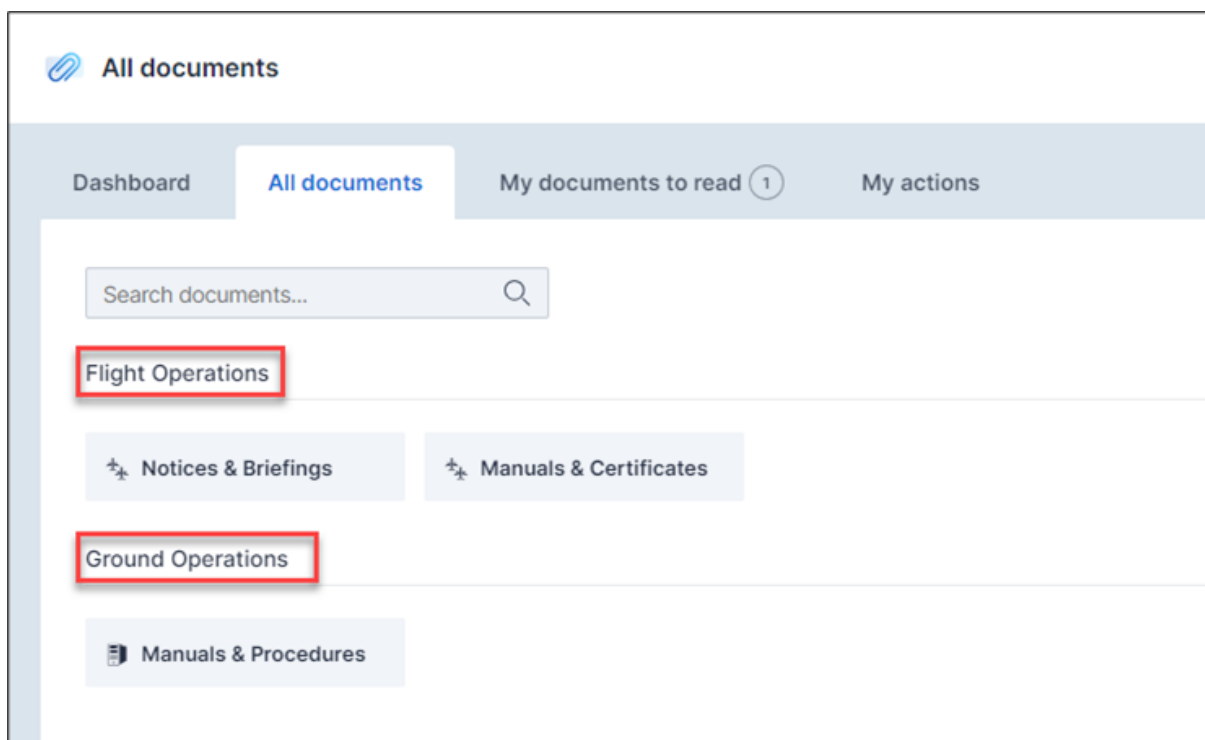
## Changes to tabs and subsystems

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.



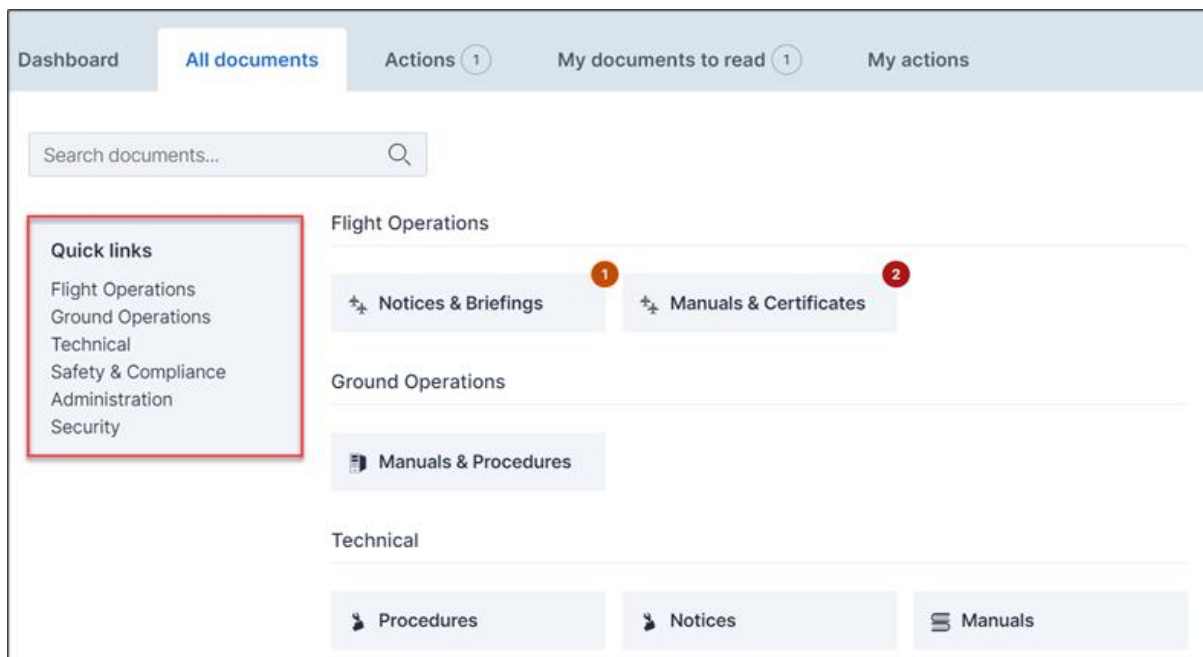
The 'All documents' tab shows all the subsystems and folders that are relevant to the user (controlled by distribution settings). Note, this used to be the default page that previously appeared in Centrik 4, when the Documents module was selected.

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.



## 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.



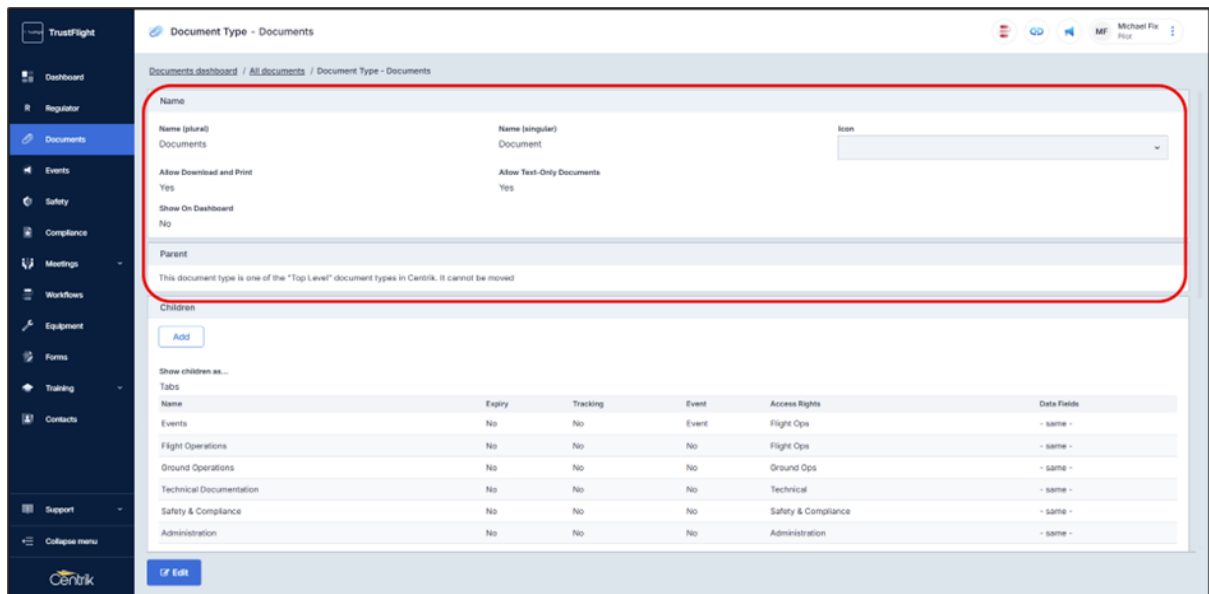
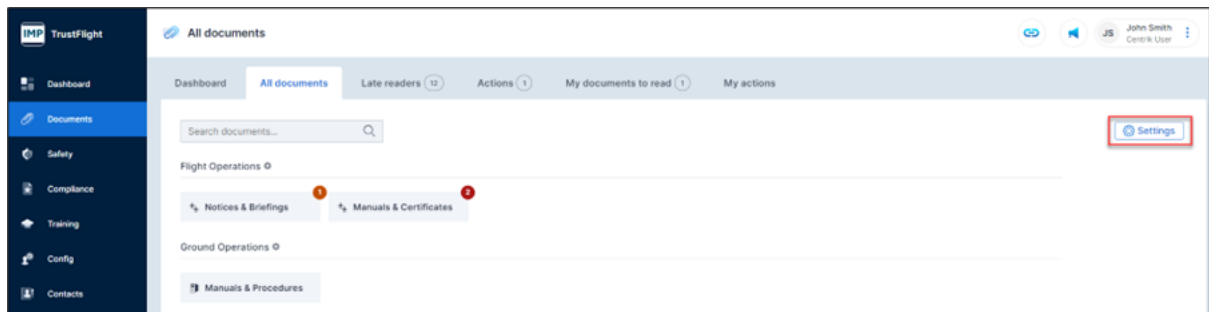
## For Document Managers - Manage Structure (access right)

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 organisations 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.



## 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.

The screenshot displays the 'Document Tracking' interface. At the top, there are tabs for 'Dashboard', 'All documents', 'Late readers' (highlighted with a red box), 'Actions', 'My documents to read', and 'My actions'. Below the tabs, there are filters for 'Organisation: All', 'Department: All', 'Document Type: All', and 'Who to show: users with due and overdue items'. There are also three status indicators: 'Not read after 14 days' (red), 'Not read after 7 days' (yellow), and 'Read, or document not due soon' (green). The main table lists users with columns for 'User', 'Organisation', 'Department', 'Number of documents...' (subdivided into 'Read' and 'Unread'), 'Due', 'Overdue', and 'Action'. The 'Action' column contains 'Send Reminder' and 'Postpone' buttons. A 'Send Reminder To All (7)' button is located at the bottom of the table.

User	Organisation	Department	Number of documents...		Due	Overdue	Action
			Read	Unread			
Barron, John	Custom Air	Flight Operations		2		9	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Fosters, Tracy	Custom Air	Administration		2		9	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Graham, Tammy	Custom Air	Ground Operations		2		9	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Mallard, Simon	Custom Air	Flight Operations		2		9	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Mill, Andrew	Custom Air	Flight Operations		2		9	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Jones, Suzie	Custom Air	Administration	6	2		3	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Smith, John	Custom Air	Ground Operations	1			1	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Beale, Peter	Hill Edge Aviation	(no department)				1	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Bloggs, Joseph	Custom Air	Flight Operations		10		1	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Farreran, Michelle	Centrik	Support				1	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Koklan, Archana	Custom Air	LearnCentrik				1	<a href="#">Send Reminder</a> <a href="#">Postpone</a>
Mechanic, Michael	Custom Air	Technical				1	<a href="#">Send Reminder</a> <a href="#">Postpone</a>

[Send Reminder 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.

IMP Document - Aircraft Manual APR24

[Documents dashboard](#) / [Flight Operations](#) / [Notices](#) / Document - Aircraft Manual APR24

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

Content

Uploaded File

Capture.PNG

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

Number	Title	Type	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

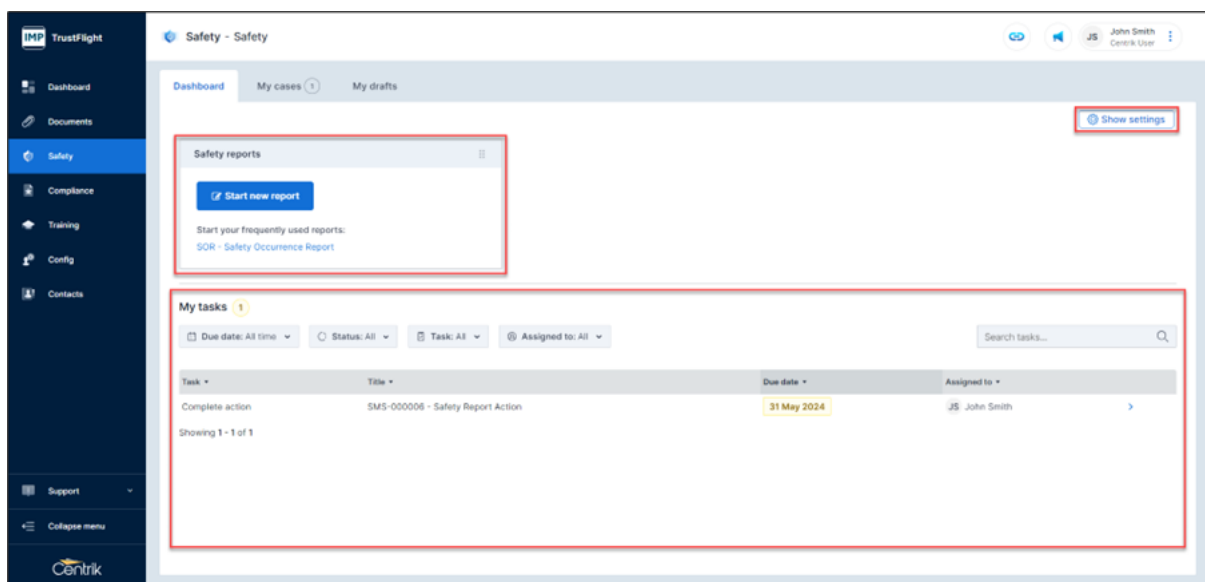
We will explain the differences for the Safety module from two perspectives, the end user perspective, selecting and submitting reports and the Safety Manager perspective of reviewing and processing reports.

### 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.

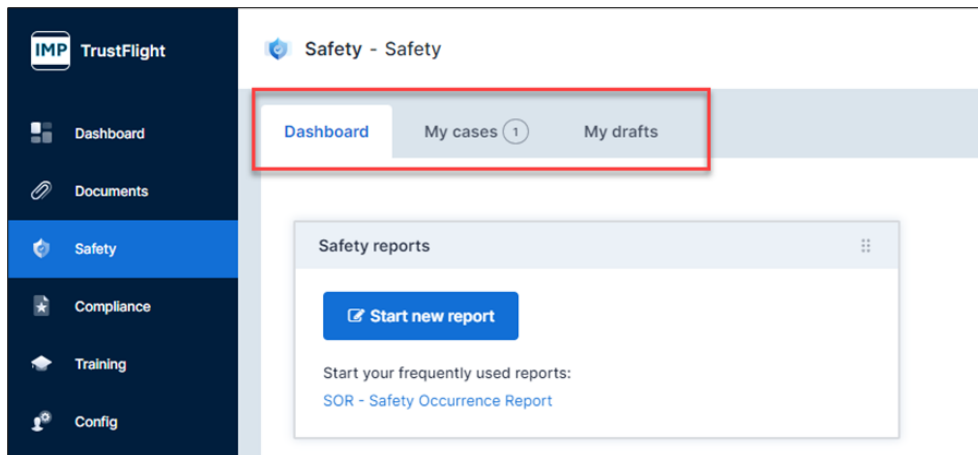
The Dashboard also incorporates the 'My Tasks' area, making it quick and clear for users to understand what they need to be doing.



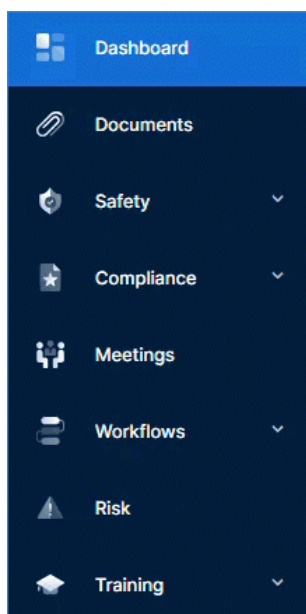
In addition to the Dashboard tab, there are other tabs visible at the top of the page:

- My cases
- My drafts

These were formerly buttons in Centrik 4.

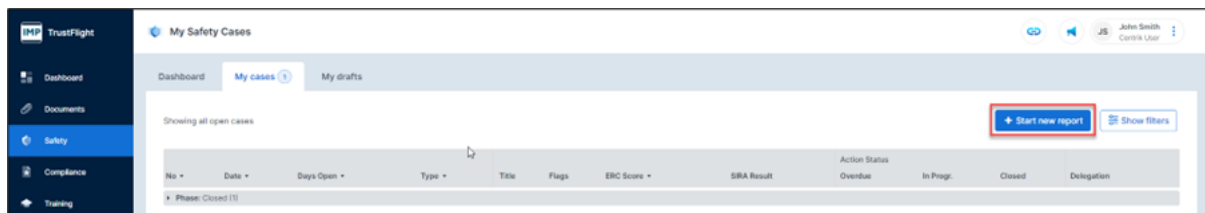
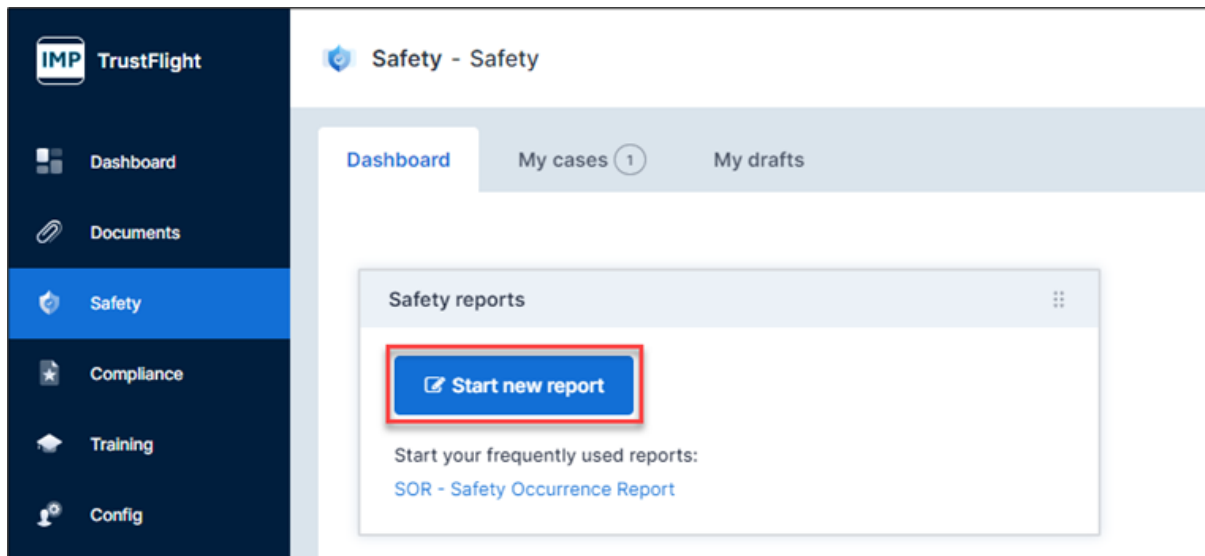


A key difference is that tabs no longer represent subsystems. If users have access to more than one subsystem, these will now appear as subheadings in the left side bar. By default, they are hidden, but can be revealed by selecting the arrow down indicator.

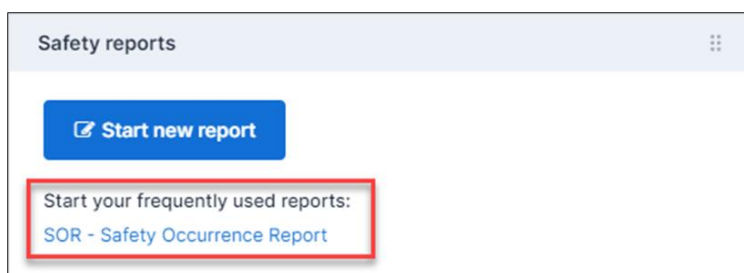


## Starting a new safety report

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



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 Occurrence Report

Dashboard / Safety - Safety / New SOR - Safety Occurrence Report

General Information

Report Number: 000017

Safety Report Type: SOR - Safety Occurrence Report

Mandatory or Voluntary?: Unknown

Alertness/Fatigue Related?:

Report Title:

Aircraft Registration:

Confidentiality (optional): Not confidential

Description:

Event Date:

Event Time (UTC, hh:mm):

Event Location:

State/Area of occurrence (please select):

Check the options that apply to this report:

☐ Bird / Wildlife strike ☐ Damage involved ☐ Injury involved ☐ Weather relevant ☐ Dangerous Goods involved ☐ TCAS ☐ Runway incursion ☐ Other aircraft involved

☐ Occurrence on or near aerodrome ☐ Air navigation / Air traffic management involved ☐ Engine, Propeller or Part directly involved

Flight Details

Call sign:

Flight number (optional):

Flight phase (please select):

Occ. on ground (optional): (not specified)

Aircraft altitude (ft) (optional):

Aircraft flight level (optional):

Fast departure route: Planned destination: Reported to: (optional):

Navigation Menu:

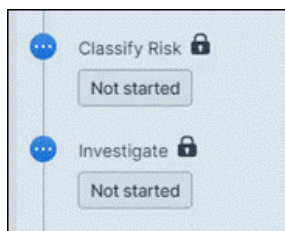
- Capture
  - Open
- General Information
  - Flight Details
  - Attachments
  - Finish and Submit
- Classify Risk
  - Not started
- Investigate
  - Not started
- SIRA
  - Not started
- Act
  - Not started
- Monitor
  - Not started
- Close

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.

Navigation Menu:

- Capture
  - Open
- General Information
  - Flight Details
  - Attachments
  - Finish and Submit
- Classify Risk
  - Not started
- Investigate
  - Not started
- SIRA
  - Not started
- Act
  - Not started
- Monitor
  - Not started
- Close

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.

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

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.

The image shows two sections of a web form. The top section, titled 'Attachments', contains a dashed blue box with a '+ Add Attachment' button and the text 'or drag and drop files'. The bottom section, titled 'Finish and Submit', contains two buttons: 'Submit' and 'Save Draft'. The 'Save Draft' button is highlighted with a red rectangle.

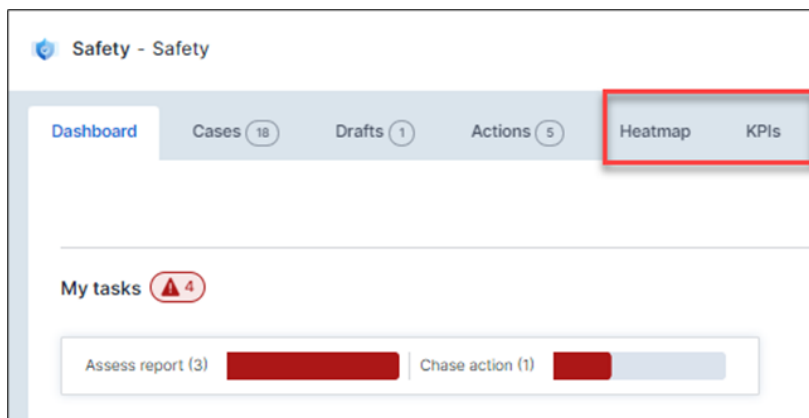
There are clearer, centralized system prompts when an important action takes place, for example clicking 'Submit' or 'Save Draft'.

The image shows a screenshot of a 'Report - Test 01MAY 2' form. A modal dialog box is displayed in the center with the title 'Please note:' and the message 'Report submitted', with an 'OK' button. The background form includes a green success message: 'The Capture phase has been completed. Click the button below to make corrections.' The form has sections for 'General Information' (Report Number: 000018, Safety Report Type: SOR - Safety Occurrence Report, Mandatory or Voluntary?: Unknown, Alertness/Fatigue Related?: No) and 'Flight Details' (Call sign: TEST, Flight number: -, Flight phase: Take-off, Occ. on ground: -, Aircraft altitude [ft]: -, Aircraft flight level: -). On the right side, there is a vertical sidebar with buttons: 'Capture' (checked), 'Complete', 'Classify Risk' (checked), 'Open', and 'Close' (checked).

## 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.

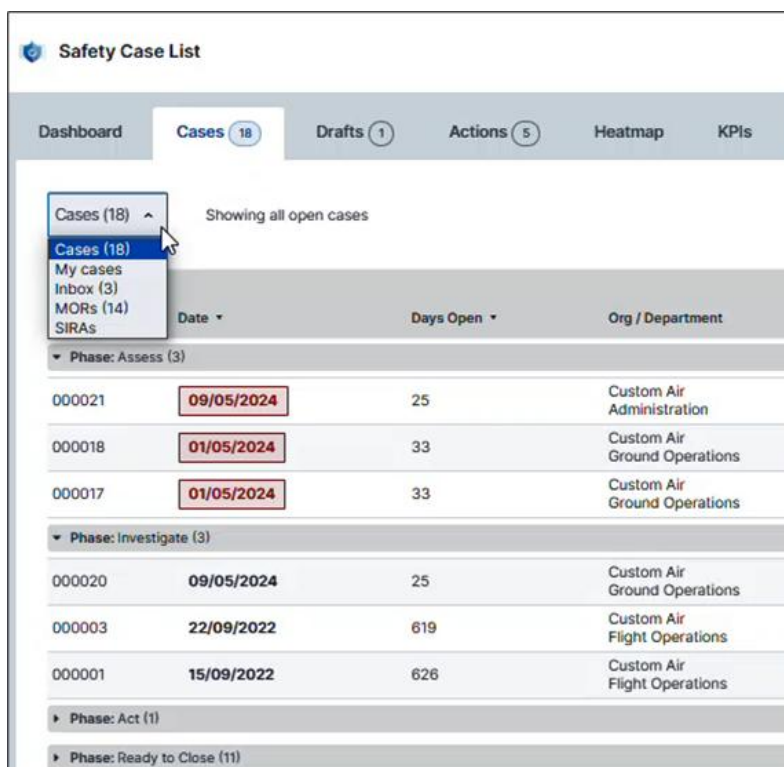
There are more tabs to consider for Safety managers, for example access to Heatmap and KPIs, which were formerly buttons, are now more accessible as tabs.



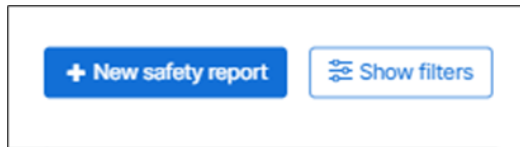
### Viewing all cases (Cases, My Cases, Inbox, MORs, SIRAs)

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.



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.

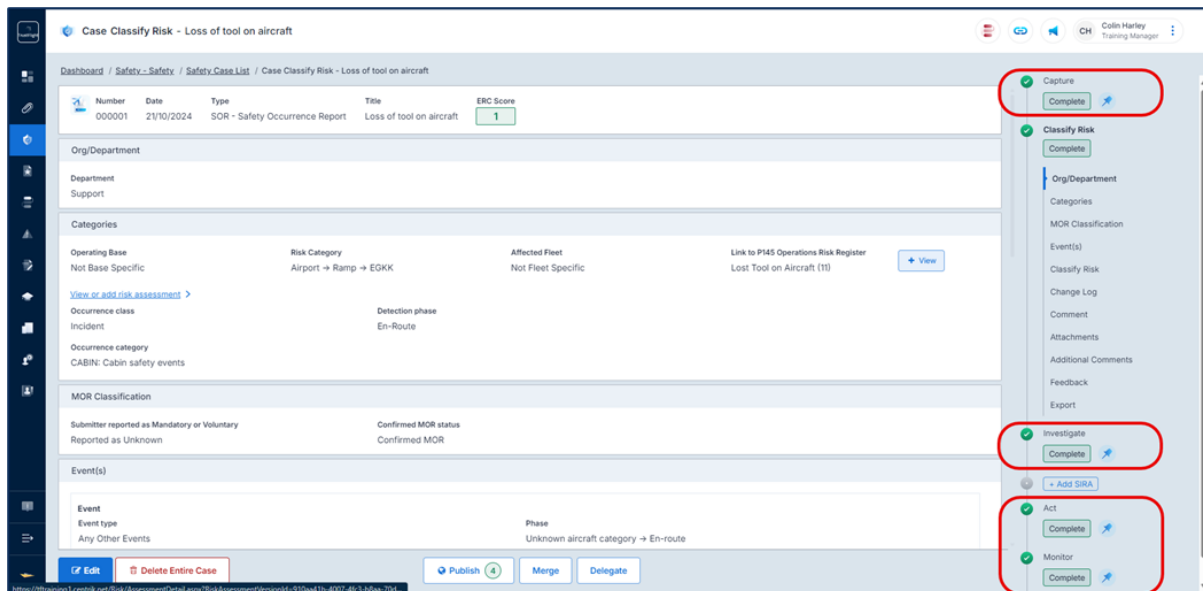


Furthermore, the filter options are more organized in logical sections.

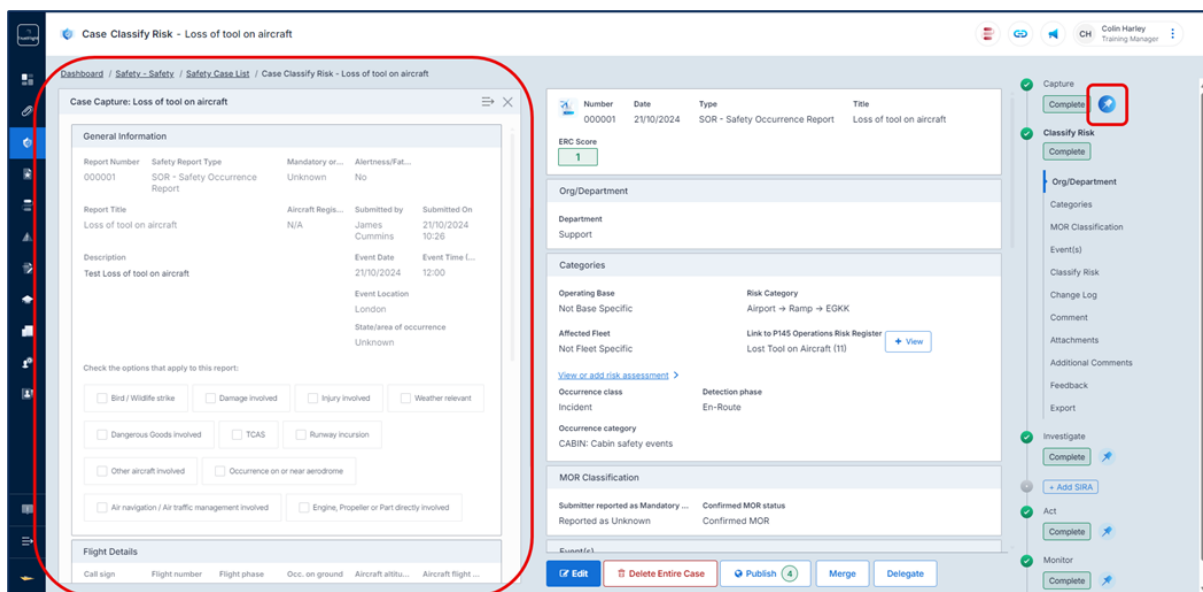
A screenshot of a 'Filters' modal window. The title bar says 'Filters' with a close 'X' button. The content is organized into several sections: 1. 'Report information' with dropdowns for 'Report Type', 'Phase', 'Mandatory or Voluntary', 'Confidentiality', and 'Is Fatigue Related', plus a checkbox for 'Include deleted cases?'. 2. 'Filter by date' with date pickers for 'Event from/to', 'Reported from/to', and 'Closed from/to'. 3. 'Search by keyword' with text input fields for 'Number', 'Title contains', 'Desc./Narrative contains', and 'Registration'. 4. 'Search by person' with text input fields for 'Submitted by' and 'Delegated to'. 5. 'Search by location' with text input fields for 'Last Departure Point', 'Planned Destination', and 'Event Location'. At the bottom are 'Apply filter' and 'Clear' buttons.

## 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.



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



## Safety Feedback via email:

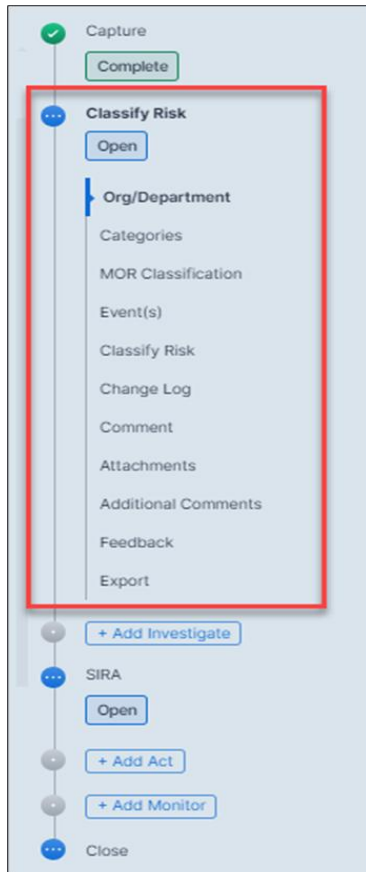
Providing feedback to individuals after they have submitted a safety case is vital in keeping an open communication channel to staff or teams. This feedback can assist an organisation in improving the quality of the reports that they receive.

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.

The screenshot displays the 'Closure Feedback' form within the Centrik 5 interface. The form is titled 'Closure Feedback' and includes tabs for 'Date & Time', 'Recipient', 'Template', and 'Message'. The 'Recipient' tab is active, showing a 'Send to' field with two options: 'All who submitted a report' (selected) and 'Specific users only'. Below this, the 'To (optional)' field contains 'Suzie Jones'. The 'Select template group (optional)' dropdown is set to 'Report Feedback', and the 'Select template (optional)' dropdown is set to 'Acknowledge Report'. The 'Message (optional)' field contains the text 'Thank you for submitting your report'. A red rectangle highlights the 'To', 'Template group', 'Template', and 'Message' fields. To the right of the form, there is a 'Merge Fields' section with placeholders: '({report type})', '({current user})', '({submitter name})', '({report name})', '({status})', and '({submitted date})'. The bottom of the form has a 'Publish' button. On the far right, a vertical sidebar shows a workflow with steps: 'Capture', 'Classify Risk', 'Investigate', and 'Close'. The 'Close' step is expanded, showing sub-steps: 'Safety Manager', 'Attachments', 'Comments', and 'Closure Feedback'.

## 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.

A screenshot of a web form titled 'Classify Risk - Score: 20'. The form contains two sections. The first section asks 'If this event had escalated into an accident outcome, what would have been the most credible outcome?' with a link to 'View definitions'. It has four radio button options: 'No accident outcome', 'Minor injuries or damage' (which is selected), 'Major Accident', and 'Catastrophic Accident'. The second section asks 'What was the effectiveness of the remaining barriers between this event and the most credible accident scenario?' with a link to 'View definitions'. It has four radio button options: 'Effective', 'Limited', 'Minimal' (which is selected), and 'Not Effective'.

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'.

Select Most Credible Outcome

×

Most Credible Outcome	<input type="radio"/> No accident outcome	<input checked="" type="radio"/> Minor injuries or damage	<input type="radio"/> Major Accident	<input type="radio"/> 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.

Select and close

Cancel

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

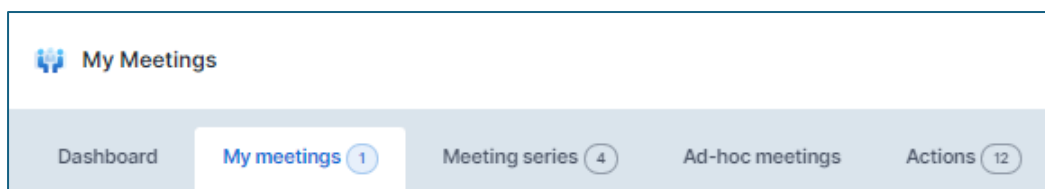
# Meetings

## 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

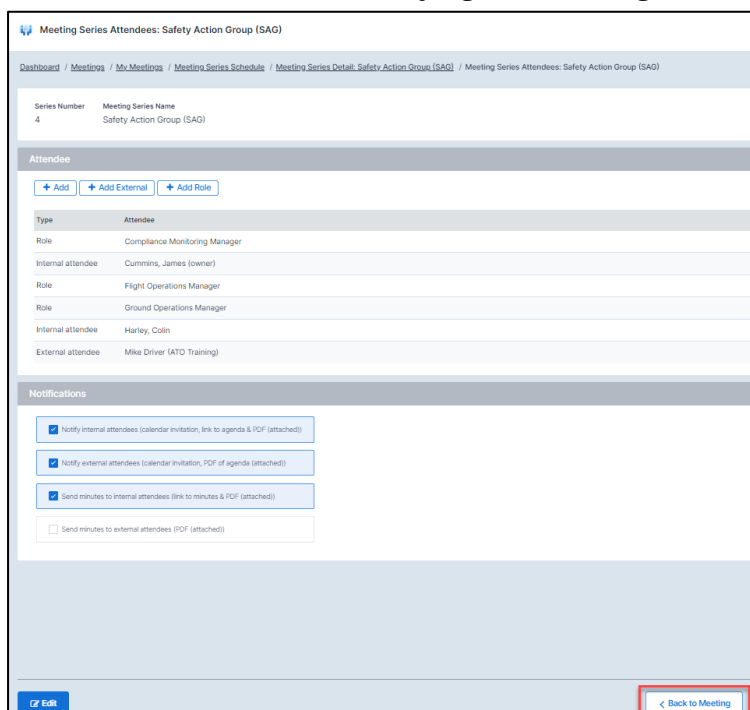


If appropriate, subsystems are now accessed through the main navigation menu (by expanding the dropdown).

## 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.

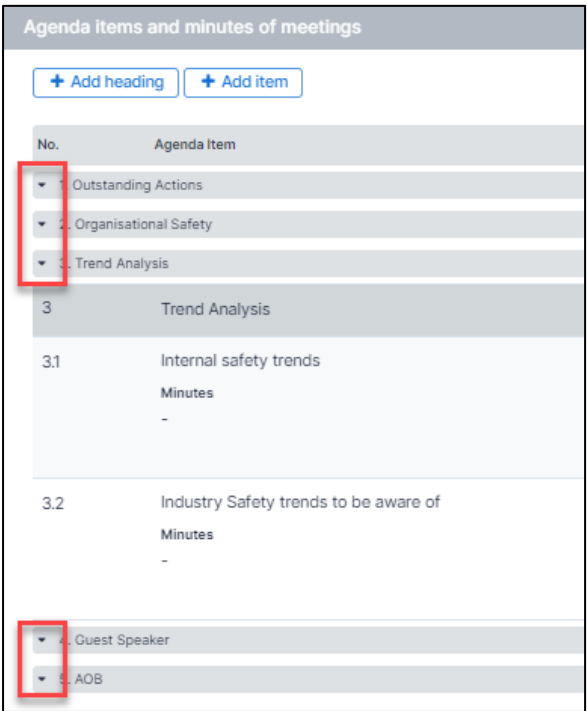


Also when capturing meeting minutes, the functionality to toggle between meetings in a series is now clearly labelled, formerly these were just arrows (without text).



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.

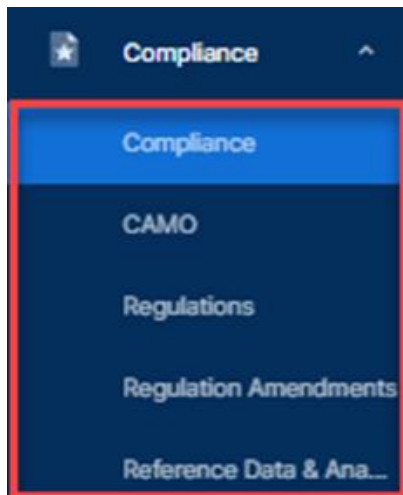


# Compliance

## Structural and navigational changes

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

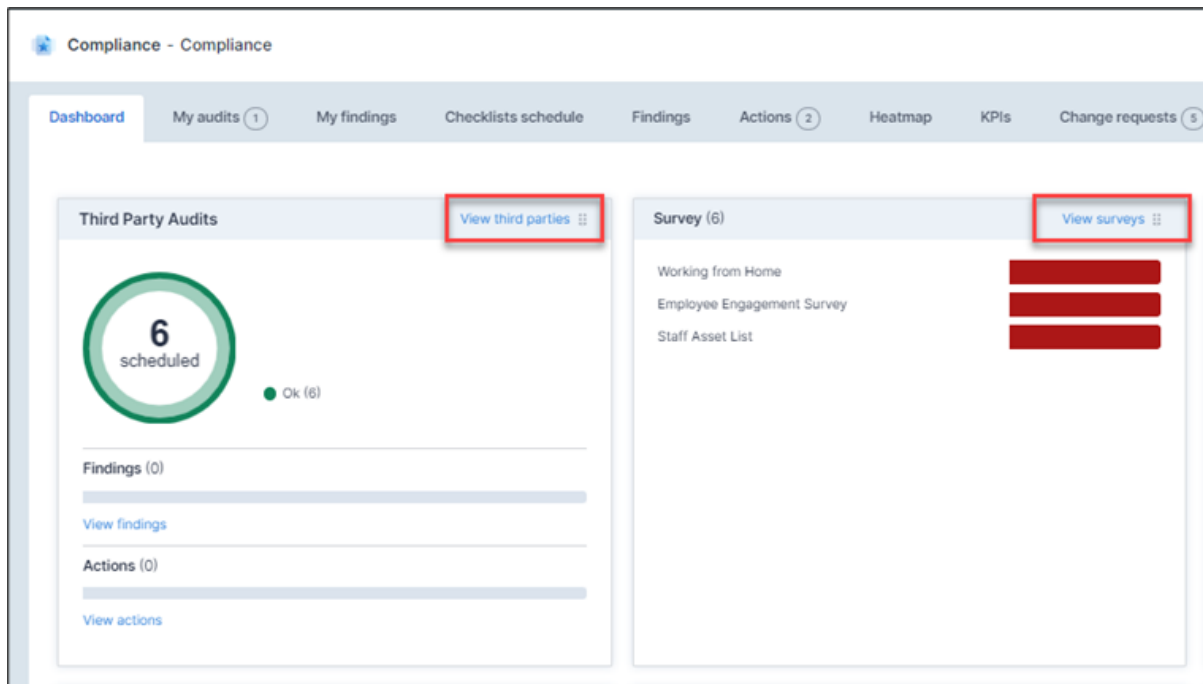
Tabs formerly represented different zones, however, the zones are now accessible through the main navigation menu (revealed by selecting the arrow down indicator).



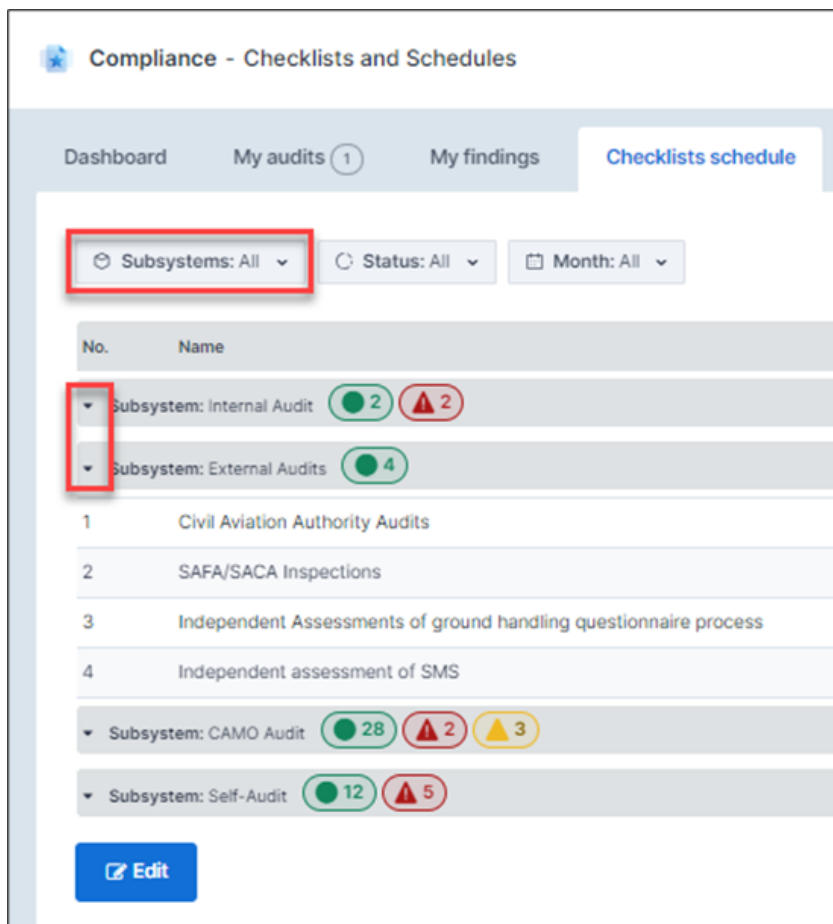
Furthermore, the headings you once saw within each zone, which represent different audit subsystems, are now found within the Checklist schedule tab, as a single consolidated list.

A screenshot of the 'Compliance - Checklists and Schedules' interface. The 'Checklists schedule' tab is selected and highlighted with a red box. The interface shows a table of audit tasks with columns for 'No.', 'Name', 'Next Due', 'Action', 'History', and a monthly calendar view from Jan to Dec. The table is organized into three subsystems: Internal Audit, External Audit, and CAMO Audit. Each subsystem contains a list of audit tasks with their respective due dates and 'Continue' buttons. The 'CAMO Audit' section includes a 'Start' button for the 'Independent Continuing Airworthiness Management Audit'.

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



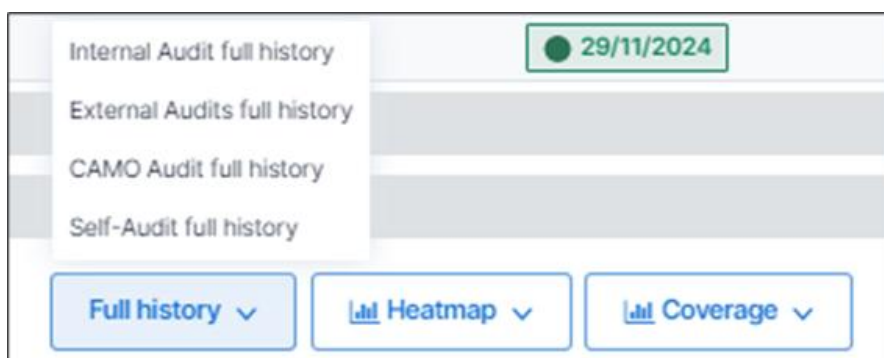
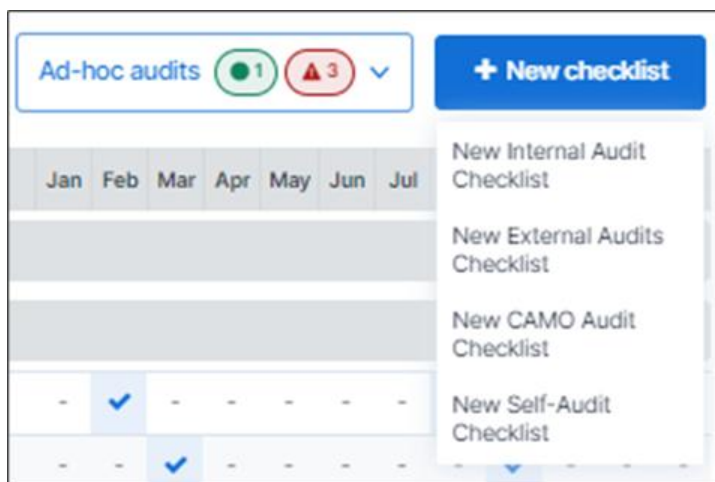
Consolidating the audits in a single list provides a holistic view of the audit schedule, however, it is still possible to have a separate view if desired, using either the new expandable / collapsible section indicators, or the filter functionality.



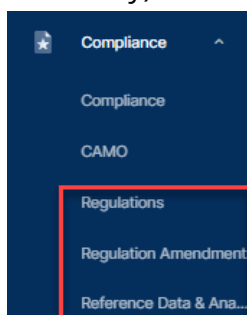
The new structure reduces the need to move to different areas of the system, saving time and clicks.

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

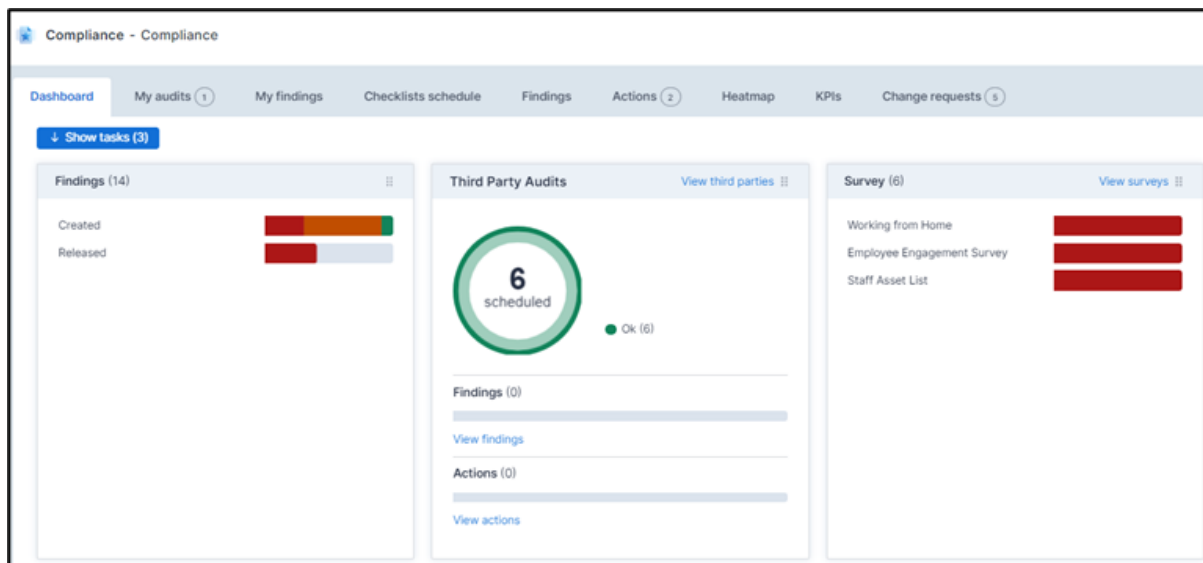
- Ad Hoc Audits
- +New checklist
- Full History
- Heatmap
- Coverage



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.



My tasks ▲ 1 ● 2

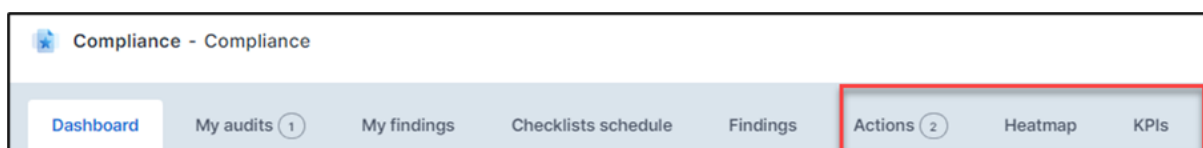
Complete audit (2) ■ ■ Act on finding (1) ■

Due date: All time Status: All Task: All Type: All Assigned to: All

Task	Title	Due date
Complete audit	CM-2024-009 - PPE Audit checklist	<span style="color: red;">▲ 30 Apr 2024</span>
Act on finding	2022-001 - Accountable Manager not documented in company manuals	<span style="color: green;">● 31 Oct 2024</span>
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.



## 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.

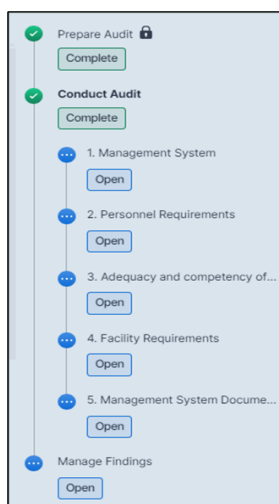
Users with the 'Edit Checklists' access rights can now click directly on any editable field, without needing to always click the Edit button first.

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

## 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.



## Findings

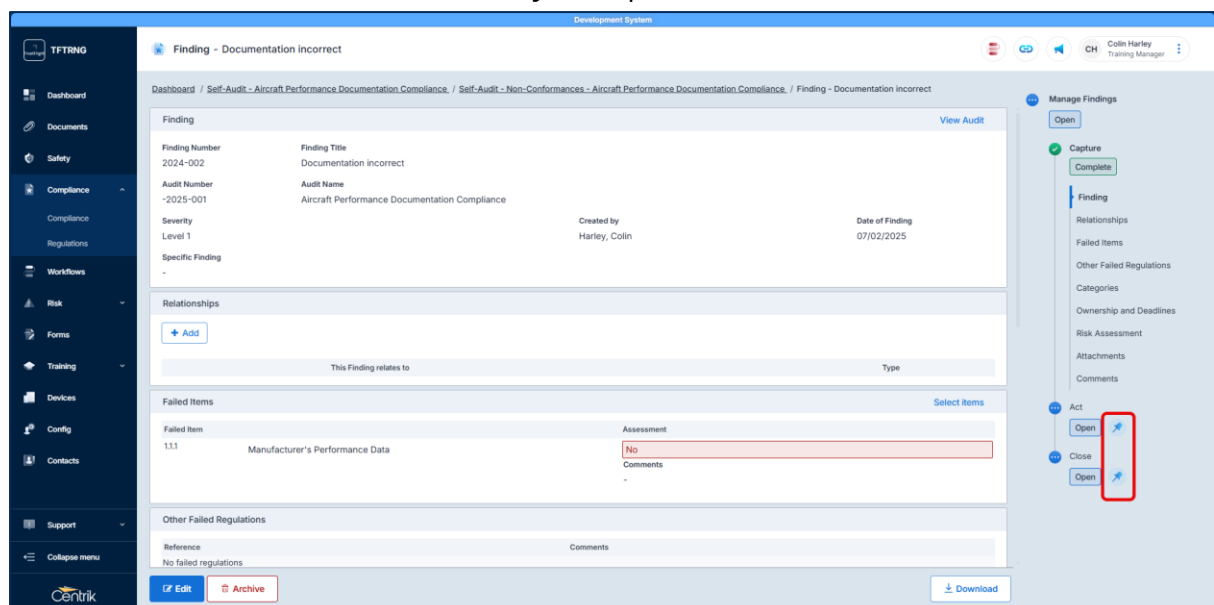
Similarly, the phases of a Finding are presented in a similar format, on the right with sections as navigational subheadings.



## 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.



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.

The screenshot displays the Centrik Development System interface. The left sidebar contains navigation links: TFTING, Dashboard, Documents, Safety, Compliance, Regulations, Workflows, Risk, Forms, Training, Devices, Config, Contacts, Support, and Collapse menu. The main content area is titled 'Finding - Documentation incorrect'. It is divided into two panels. The left panel, titled 'Finding', contains a table with finding details: Finding Num... 2024-002, Finding Title Documentation incorrect, Audit Number -2025-001, Audit Name Aircraft Performance Documentation Compliance, Severity Level 1, Created by Harley, Colin, Date of Find... 07/02/2025, and Specific Finding -. Below this is a 'Relationships' section with an 'Add' button and a table for 'Failed Items' with one entry: 1.1.1 Manufacturer's Performance Data, Assessment No, and Comments -. The right panel, titled 'Act on Finding: Documentation incorrect', contains sections for 'Deadlines' (Response Due By 07/03/2025, Closure Due By 28/02/2025), 'Corrective Action Plan' (with a 'Postpone' button), 'Submission of Action Plan', and 'Acceptance of Action Plan'. On the far right, a 'Manage Findings' sidebar lists various actions: Open, Capture, Complete, Finding, Relationships, Failed Items, Other Failed Regulations, Categories, Ownership and Deadlines, Risk Assessment, Attachments, and Comments. The 'Act' button is highlighted with a red box.

Development System

Colin Harley  
Training Manager

Dashboard / Self-Audit - Aircraft Performance Documentation Compliance / Self-Audit - Non-Conformances - Aircraft Performance Documentation Compliance / Finding - Documentation incorrect

Finding

View Audit

Finding Num...	Finding Title
2024-002	Documentation incorrect

Audit Number	Audit Name
-2025-001	Aircraft Performance Documentation Compliance

Severity	Created by	Date of Find...
Level 1	Harley, Colin	07/02/2025

Specific Finding  
-

Relationships

+ Add

This Finding relates to

Type

Failed Items

Select Items

Failed Item	Assessment
1.1.1 Manufacturer's Performance Data	No

Comments  
-

Other Failed Regulations

Reference	Comments
No failed regulations	

Act on Finding: Documentation incorrect

Finding

Finding Num...	Finding Title
2024-002	Documentation incorrect

Audit Num...	Audit Name
-2025-001	Aircraft Performance Documentation Compliance

Severity	Created by	Date of Fin...
Level 1	Harley, Colin	07/02/20...

Deadlines

Response Due By	Closure Due By
07/03/2025	28/02/2025

Postpone Postpone

Corrective Action Plan

Corrective Action Plan

There are no actions for this Finding.

Submission of Action Plan

Submitted By	Submitted ...
-	-

Acceptance of Action Plan

Submission Accepted By	Accepted On
-	-

Manage Findings

Open

Capture

Complete

Finding

Relationships

Failed Items

Other Failed Regulations

Categories

Ownership and Deadlines

Risk Assessment

Attachments

Comments

Act

Open

Close

Open

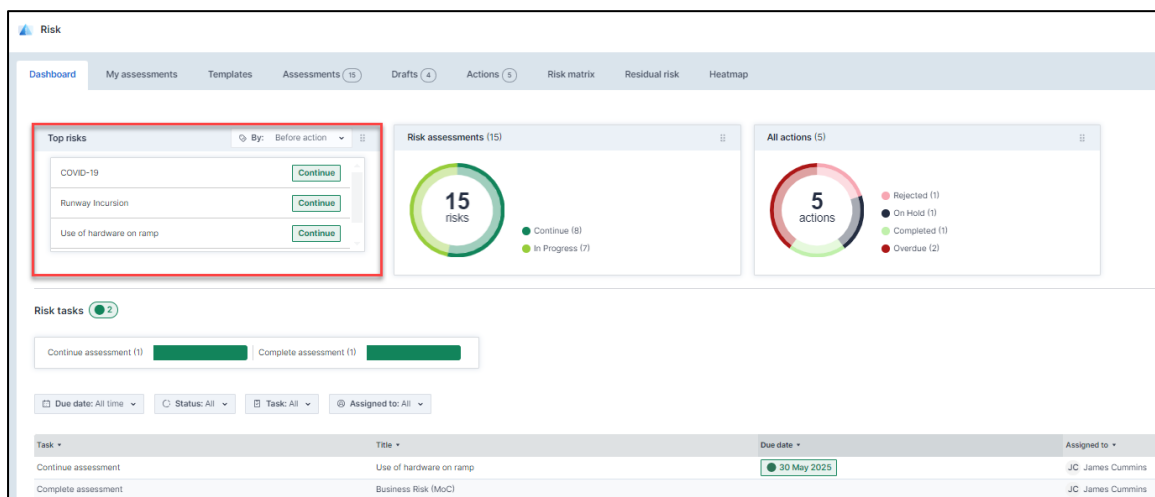
Centrik

# Risk

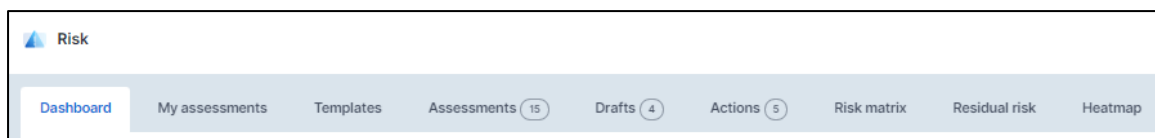
## Accessing the Risk module

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.

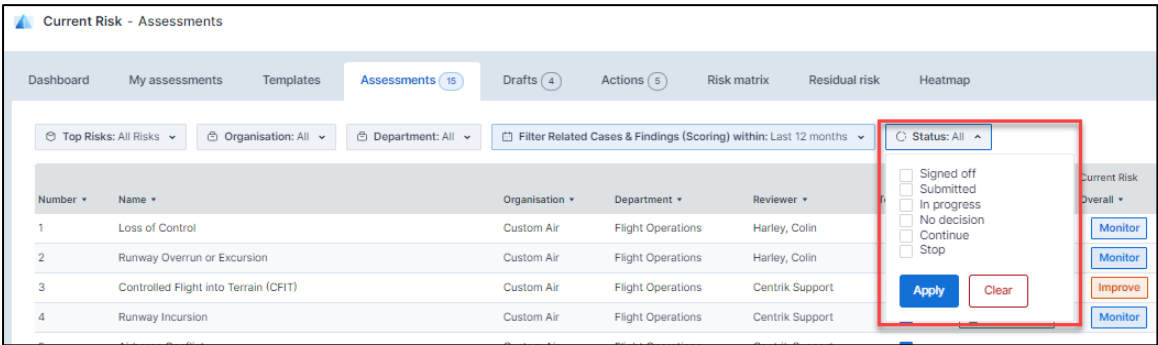


Similarly, key functions have been converted to tabs , improving overall navigation.

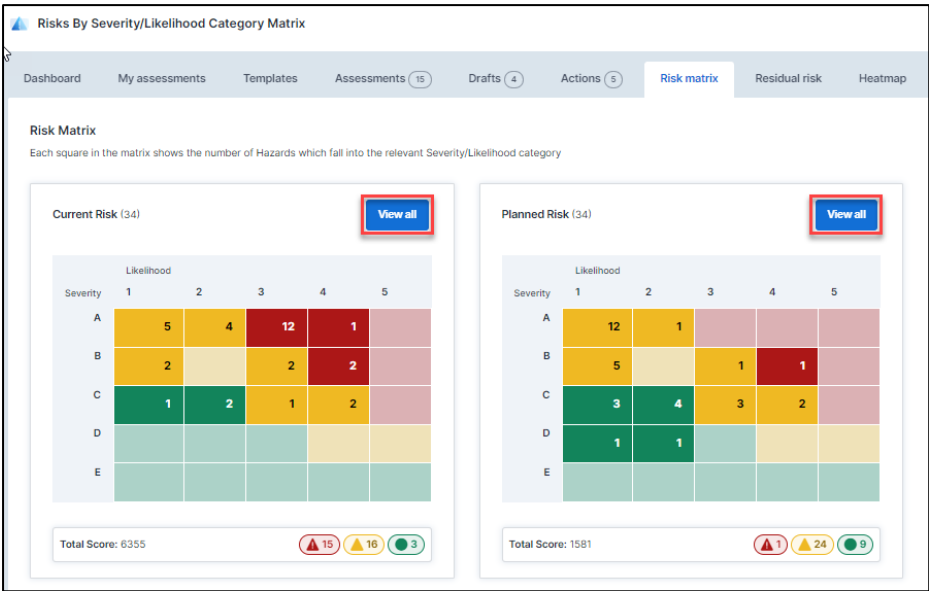


## Improved filtering, visual guidance and navigation

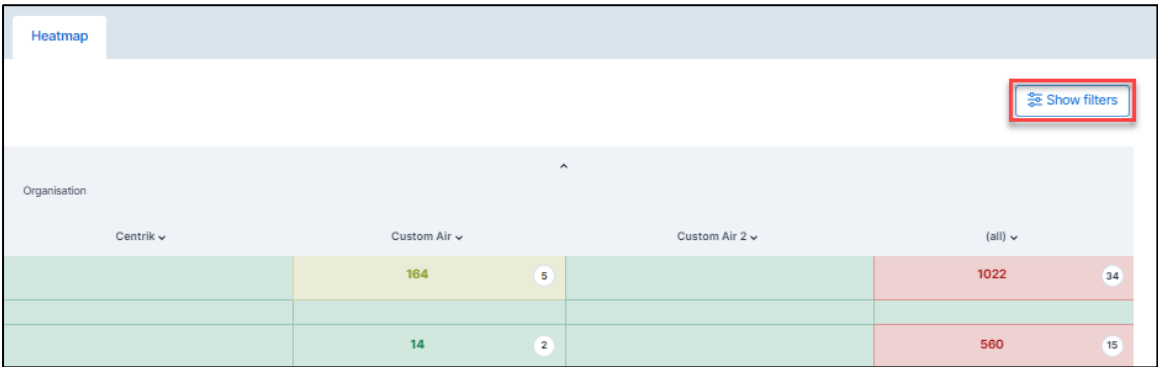
An additional filter has been introduced to allow users to filter by the status of assessment, not previously possible in older Centrik versions.



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.



**Filters** [X]

**Filter**

Sign Off Status  
Signed Off ▾

---

**Configure Matrix**

Rows: Impact ▾      Columns: Organisation ▾

---

**Configure Summary List**

Display: Consequences ▾      Order By: Planned Risk ▾

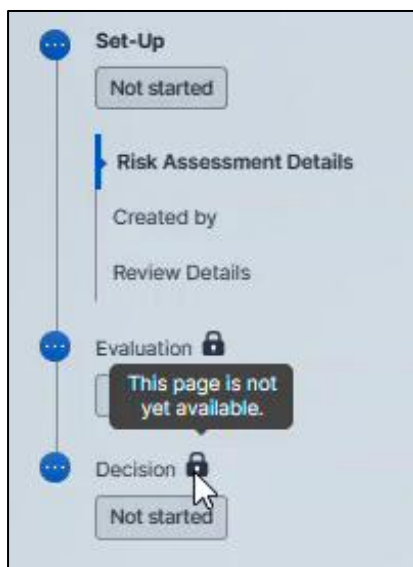
---

**Legend**

Item 0 [Color Scale] MAX

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

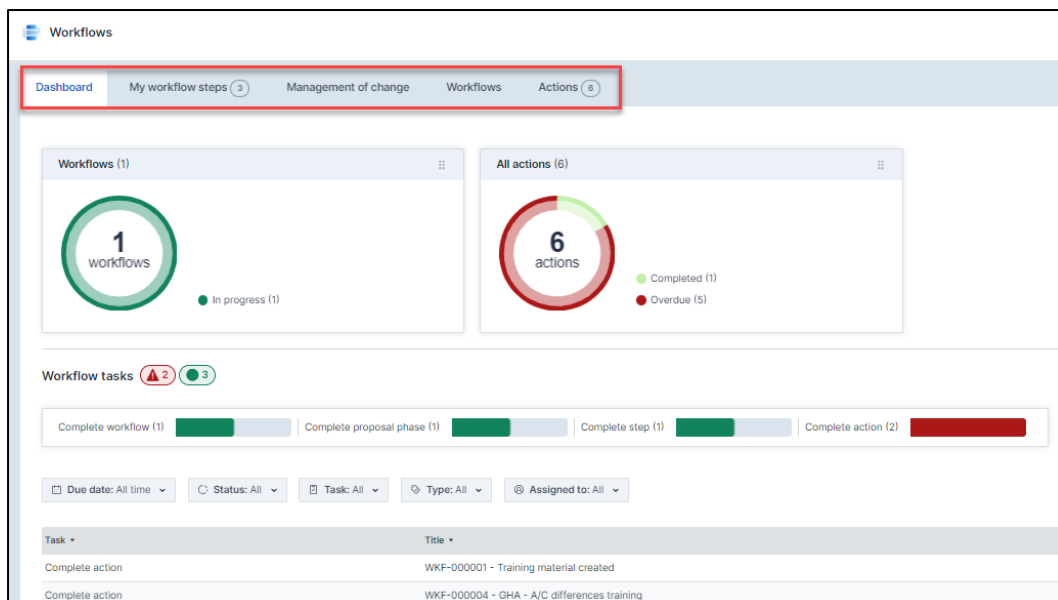
## Accessing the Workflows module

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

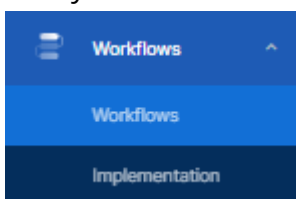
The Workflows dashboard demonstrates the familiar widgets and task list, to help users manage their responsibilities in this module.

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

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

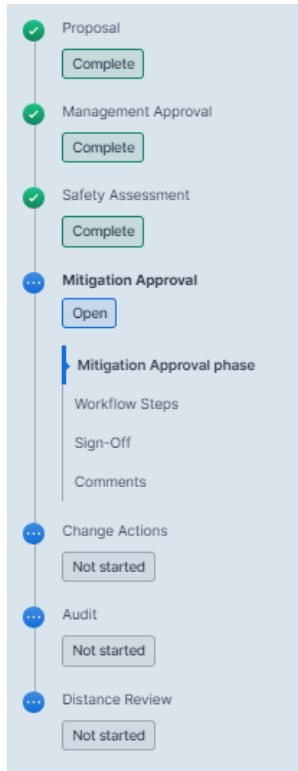


As a reminder, tabs used to represent subsystems in older versions of Centrik. Subsystems are now accessed through the main navigation menu.



## 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.



# 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:

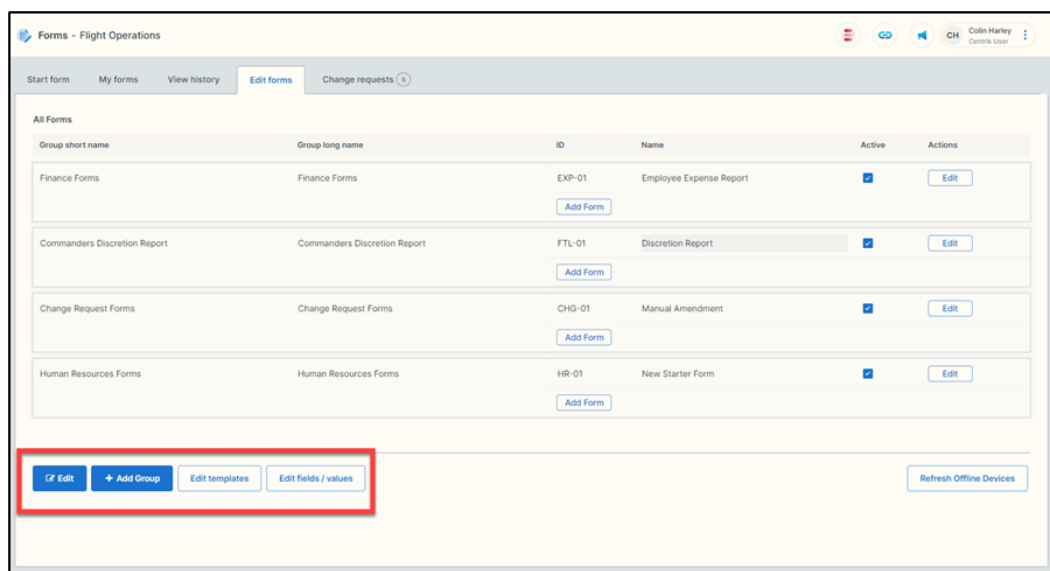


**Start form**, an area that holds the available forms on the system, these can be selected and submitted by users

**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



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.

The screenshot shows the 'Forms - Flight Operations' interface. At the top, there are tabs: 'Start form', 'My forms', 'View history', 'Edit forms' (selected), and 'Change requests (5)'. Below the tabs, there's a section titled 'All Forms' containing a table with the following columns: 'Group short name', 'Group long name', 'ID', 'Name', 'Active', and 'Actions'. The table lists four forms: 'Finance Forms' (EXP-01, Employee Expense Report), 'Commanders Discretion Report' (FTL-01, Discretion Report), 'Change Request Forms' (CHG-01, Manual Amendment), and 'Human Resources Forms' (HR-01, New Starter Form). Each form has an 'Add Form' button below its name. The 'Active' column contains checkboxes, all of which are checked. A red box highlights the 'Active' column.

Group short name	Group long name	ID	Name	Active	Actions
Finance Forms	Finance Forms	EXP-01	Employee Expense Report	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			
Commanders Discretion Report	Commanders Discretion Report	FTL-01	Discretion Report	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			
Change Request Forms	Change Request Forms	CHG-01	Manual Amendment	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			
Human Resources Forms	Human Resources Forms	HR-01	New Starter Form	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			

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.

The screenshot shows the same 'Forms - Flight Operations' interface as the previous one, but with the 'Actions' column highlighted by a red box. The 'Active' column is no longer highlighted. At the bottom of the interface, there are four buttons: 'Edit' (with a checkmark icon), '+ Add Group', 'Edit templates', and 'Edit fields / values'. On the far right, there is a 'Refresh Offline Devices' button.

Group short name	Group long name	ID	Name	Active	Actions
Finance Forms	Finance Forms	EXP-01	Employee Expense Report	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			
Commanders Discretion Report	Commanders Discretion Report	FTL-01	Discretion Report	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			
Change Request Forms	Change Request Forms	CHG-01	Manual Amendment	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			
Human Resources Forms	Human Resources Forms	HR-01	New Starter Form	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
		<a href="#">Add Form</a>			

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.

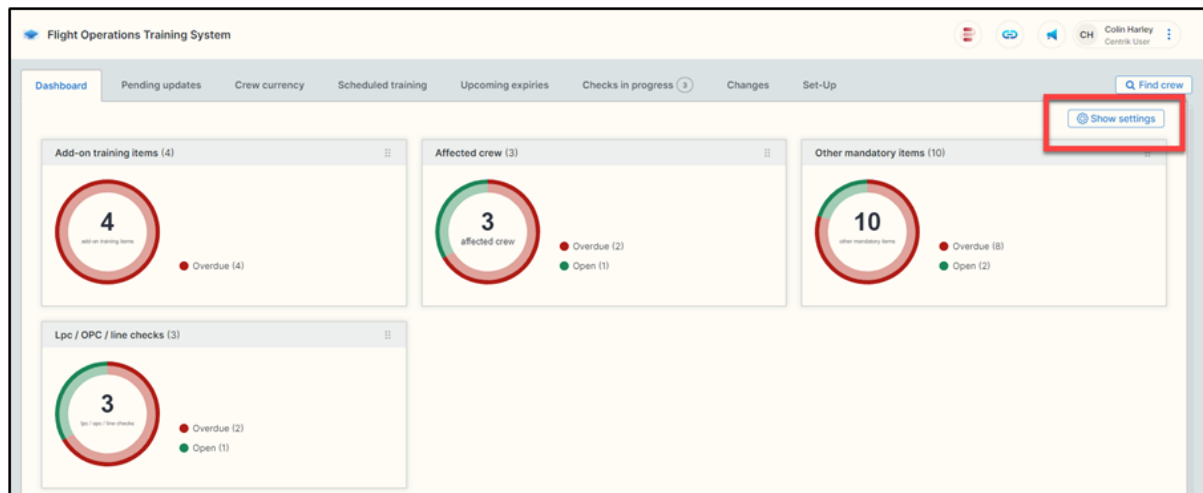
The screenshot displays a form editor interface. At the top, there is a 'Condition Question (optional)' section. Below it is a 'Template' section with two columns of 'Custom Field' blocks. Each block contains various form elements like 'Name:', 'Department:', 'Optional', 'Contact Field', and 'Single'. A red square highlights the delete button (an 'X' icon) on the first 'Custom Field' block in the left column. Another red square highlights the delete button on the second 'Custom Field' block in the right column. At the top of the 'Template' section, there are buttons for '+ Add Field' and '+ Add Entity'. At the bottom, there are 'Save' and 'Cancel' buttons.

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

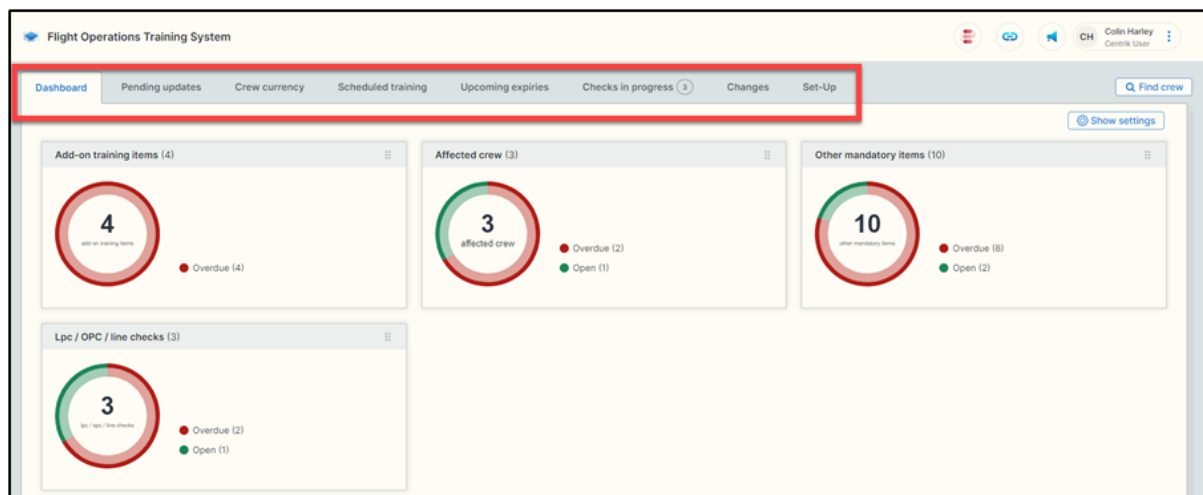
# Training

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.

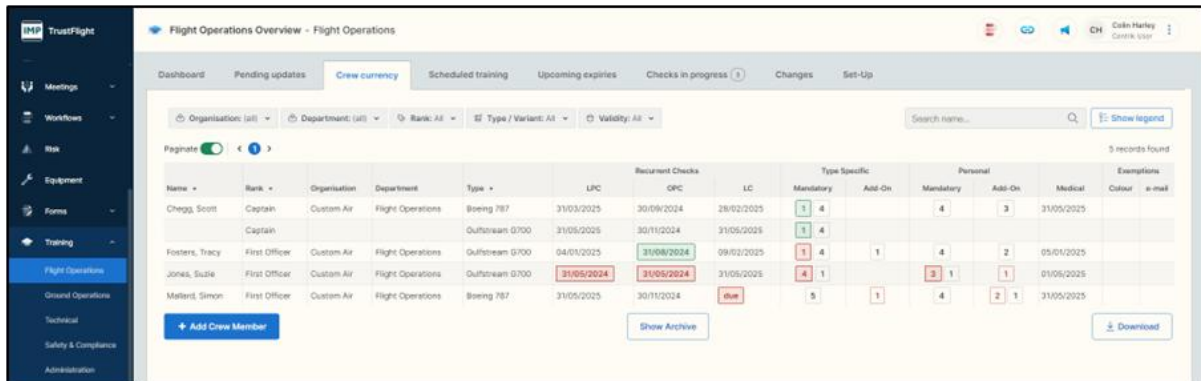


Selectable buttons that were available in version 4 are turned into tabs for Centrik 5, this allows the entire screen to be displayed and is more visually impactful.



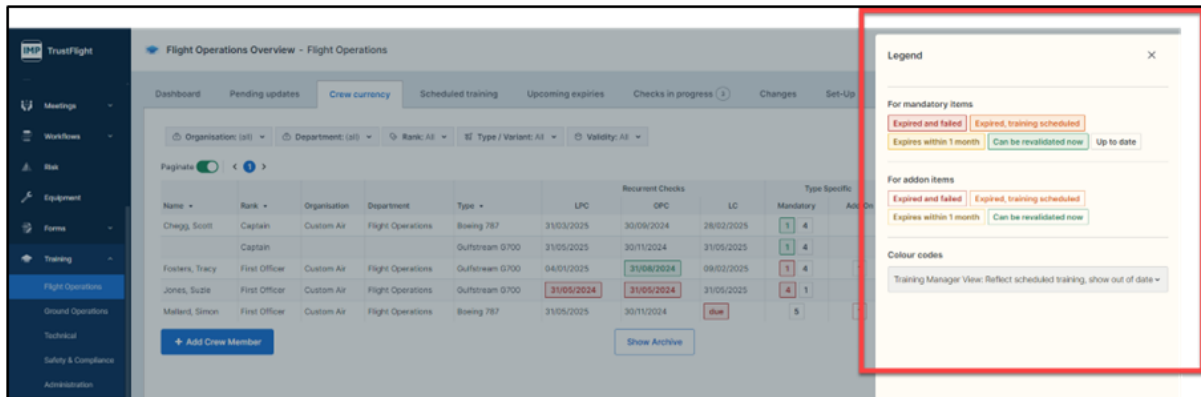
## Crew Currency

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



Name	Rank	Organisation	Department	Type	LPC	OPC	LC	Mandatory	Add-On	Personal	Medical	Exemptions
Chegg, Scott	Captain	Custom Air	Flight Operations	Boeing 787	31/03/2025	30/09/2024	28/02/2025	1	4	4	3	31/05/2025
	Captain			Gulfstream G700	31/05/2025	30/11/2024	31/05/2025	1	4			
Fosters, Tracy	First Officer	Custom Air	Flight Operations	Gulfstream G700	04/01/2025	31/08/2024	09/02/2025	1	4	1	4	05/01/2025
Jones, Suzie	First Officer	Custom Air	Flight Operations	Gulfstream G700	31/05/2024	31/05/2024	31/05/2025	4	1	3	1	01/05/2025
Mallard, Simon	First Officer	Custom Air	Flight Operations	Boeing 787	31/05/2025	30/11/2024	due	5	1	4	2	31/05/2025

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



Name	Rank	Organisation	Department	Type	LPC	OPC	LC	Mandatory	Add-On	Personal	Medical	Exemptions
Chegg, Scott	Captain	Custom Air	Flight Operations	Boeing 787	31/03/2025	30/09/2024	28/02/2025	1	4	4	3	31/05/2025
	Captain			Gulfstream G700	31/05/2025	30/11/2024	31/05/2025	1	4			
Fosters, Tracy	First Officer	Custom Air	Flight Operations	Gulfstream G700	04/01/2025	31/08/2024	09/02/2025	1	4	1	4	05/01/2025
Jones, Suzie	First Officer	Custom Air	Flight Operations	Gulfstream G700	31/05/2024	31/05/2024	31/05/2025	4	1	3	1	01/05/2025
Mallard, Simon	First Officer	Custom Air	Flight Operations	Boeing 787	31/05/2025	30/11/2024	due	5	1	4	2	31/05/2025

**Legend**

For mandatory items

- Expired and failed
- Expired, training scheduled
- Expires within 1 month
- Can be revalidated now
- Up to date

For add-on items

- Expired and failed
- Expired, training scheduled
- Expires within 1 month
- Can be revalidated now

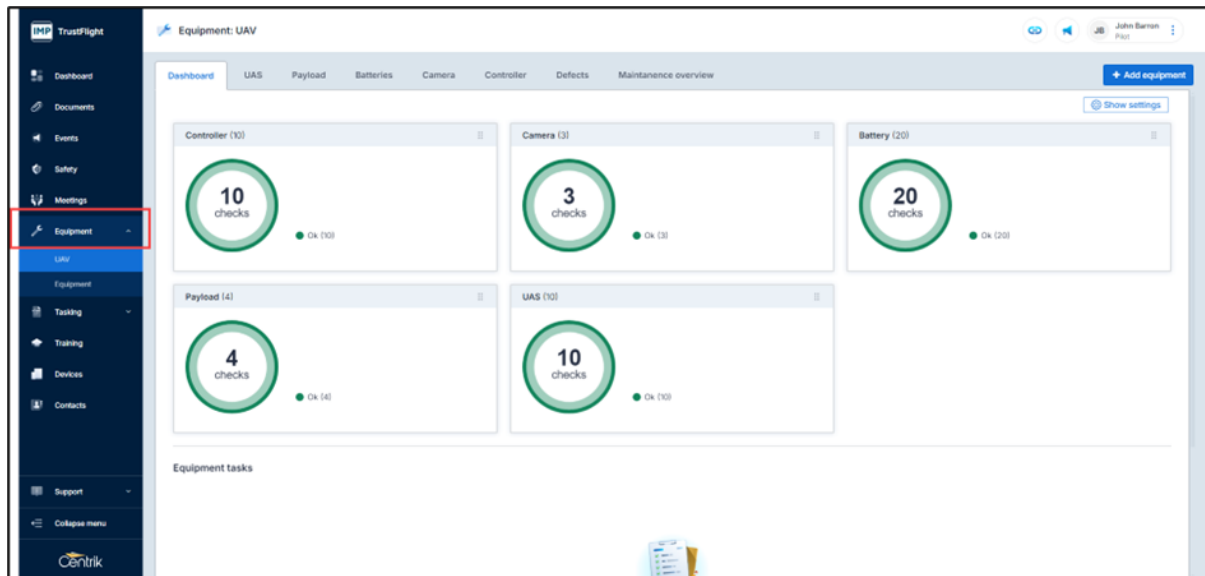
Colour codes

Training Manager View: Reflect scheduled training, show out of date

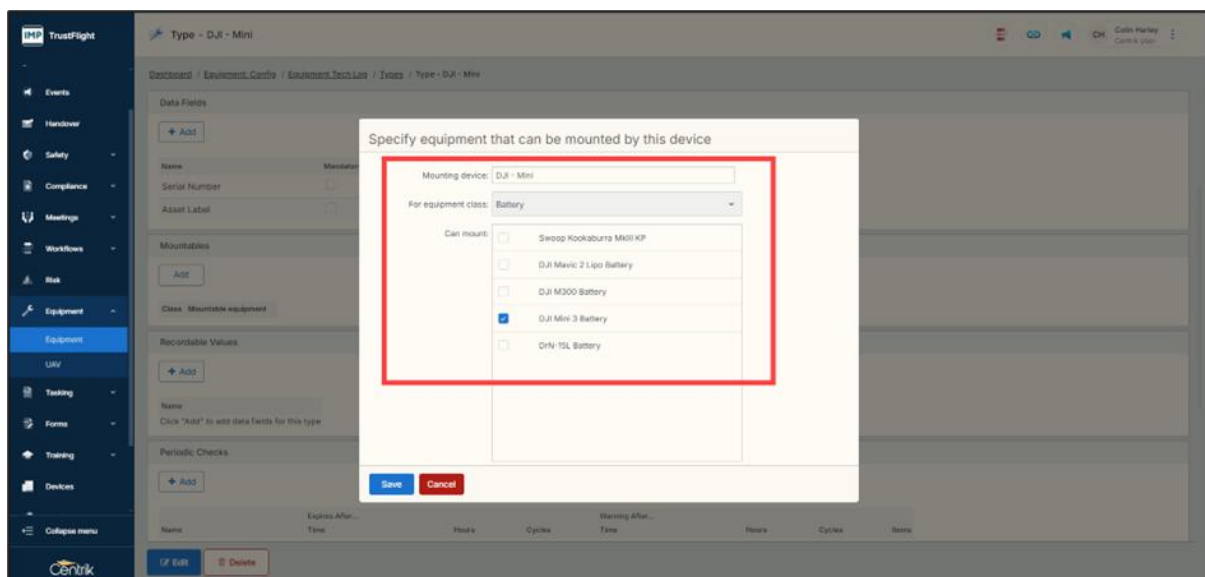
The analysis areas of scheduled training, upcoming expiries and changes, which are configurable areas are now tabs instead of buttons.

# 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.

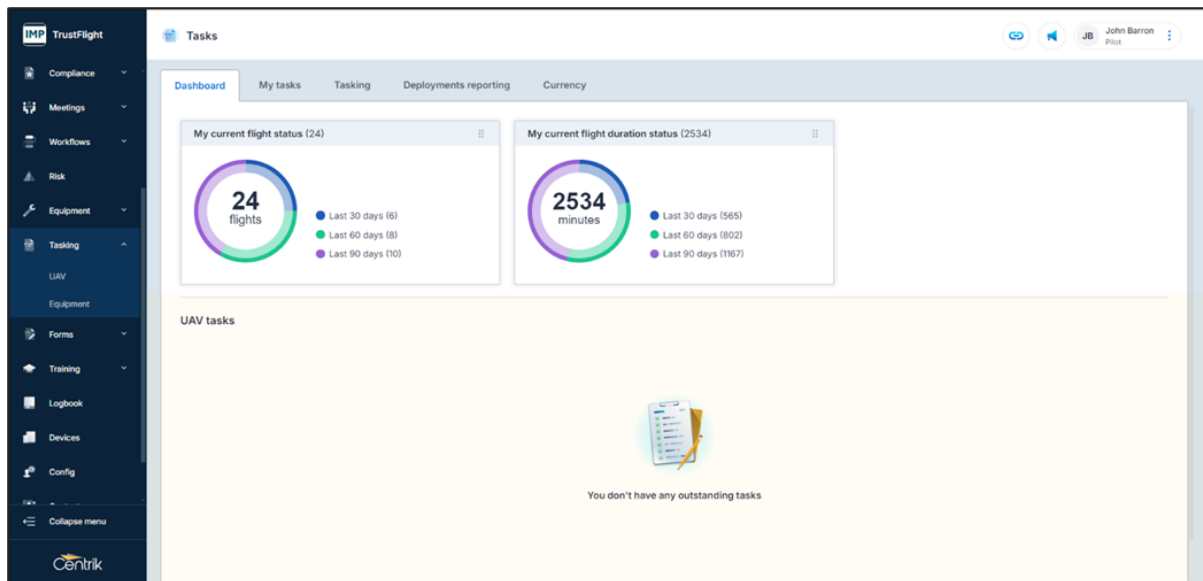


Once accessed the menu options are the same as previous versions however within Centrik 5 the visuals have been enhanced. This is noticeable throughout such as when associated equipment together through the mountables option.



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.



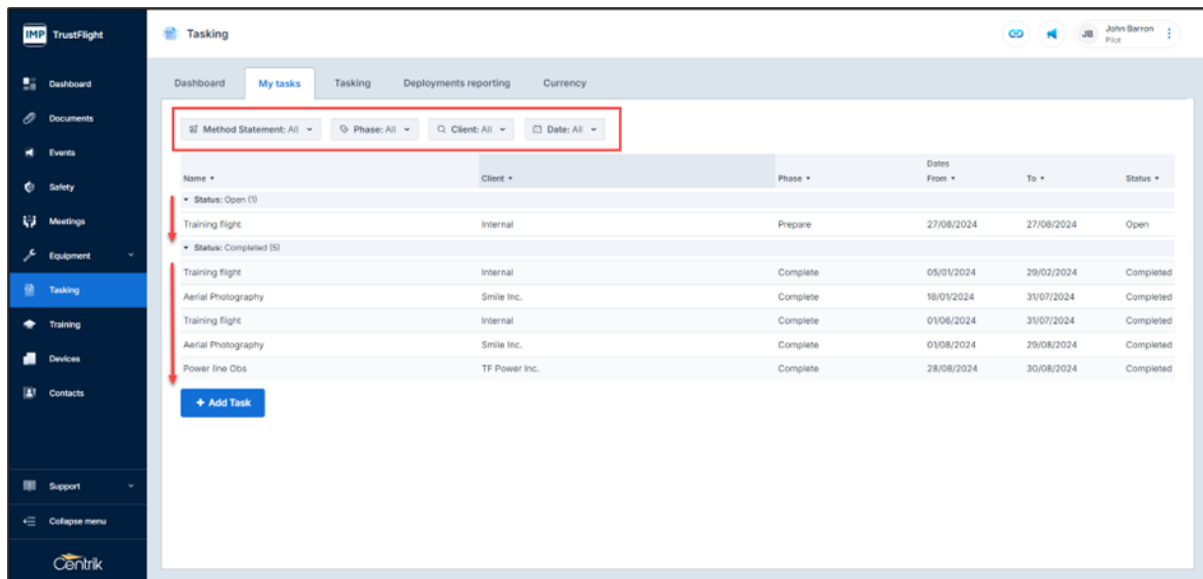
Tasking risk assessments, method checklists and method statements remain unchanged in functionality but have been enhanced significantly providing a more refined look and feel.

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

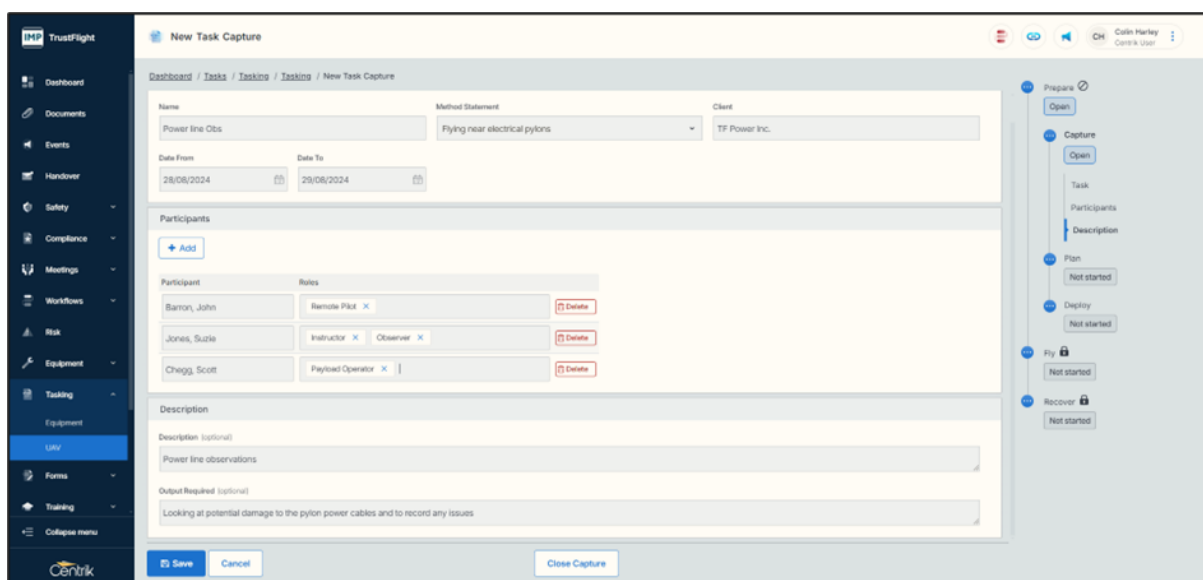
The screenshot shows the 'Tasking' section of the TrustFlight application, specifically the 'My tasks' view. The left sidebar is the same as in the previous screenshot. The main content area has tabs for Dashboard, My tasks (selected), Tasking, Deployments reporting, and Currency. Above the table, there are search filters: Method Statement: All, Phase: All, Client: All, and Date: All. The table has columns for Name, Client, Phase, Dates (From, To), and Status. The table is divided into two sections: 'Status: Open (1)' and 'Status: Completed (5)'. The 'Open' section shows one task: 'Training flight' by 'Internal' with a phase of 'Prepare' and dates from 27/08/2024 to 27/08/2024. The 'Completed' section shows five tasks: 'Training flight' (Internal, Complete, 05/01/2024 to 29/02/2024), 'Aerial Photography' (Smile Inc., Complete, 18/01/2024 to 31/07/2024), 'Training flight' (Internal, Complete, 01/06/2024 to 31/07/2024), 'Aerial Photography' (Smile Inc., Complete, 01/08/2024 to 29/08/2024), and 'Power line Obs' (TF Power Inc., Complete, 28/08/2024 to 30/08/2024). An 'Add Task' button is located at the bottom left of the table.

Name	Client	Phase	Dates From	To	Status
<strong>Status: Open (1)</strong>					
Training flight	Internal	Prepare	27/08/2024	27/08/2024	Open
<strong>Status: Completed (5)</strong>					
Training flight	Internal	Complete	05/01/2024	29/02/2024	Completed
Aerial Photography	Smile Inc.	Complete	18/01/2024	31/07/2024	Completed
Training flight	Internal	Complete	01/06/2024	31/07/2024	Completed
Aerial Photography	Smile Inc.	Complete	01/08/2024	29/08/2024	Completed
Power line Obs	TF Power Inc.	Complete	28/08/2024	30/08/2024	Completed

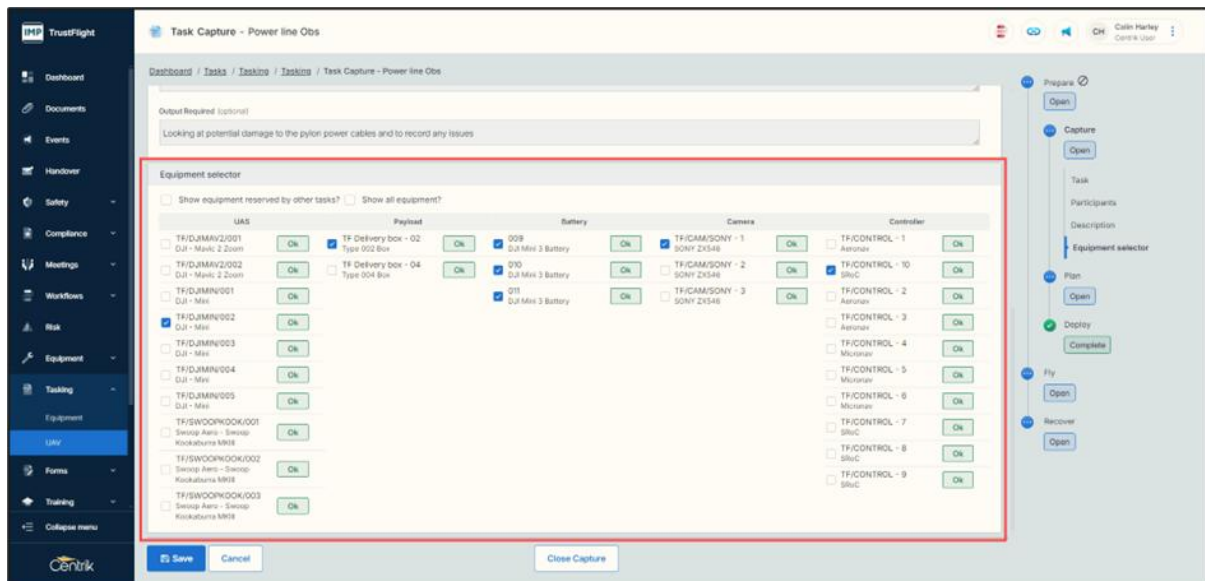
The My tasks area, selectable via a tab has inbuilt search functionality that can be adjusted, headings can be expanded or collapsed if not required.



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

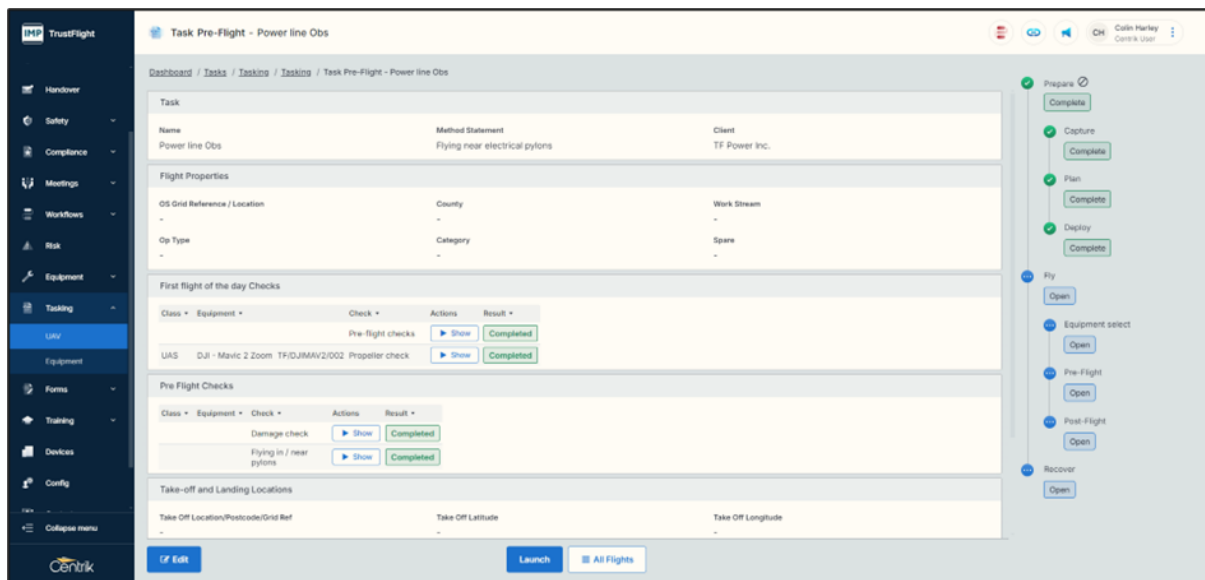


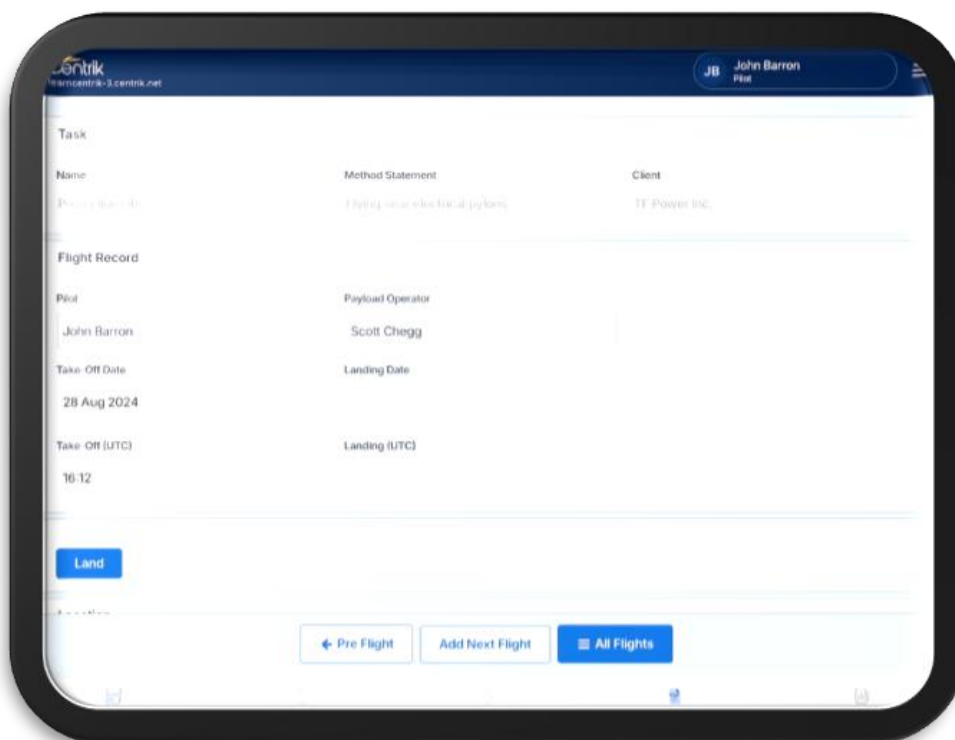
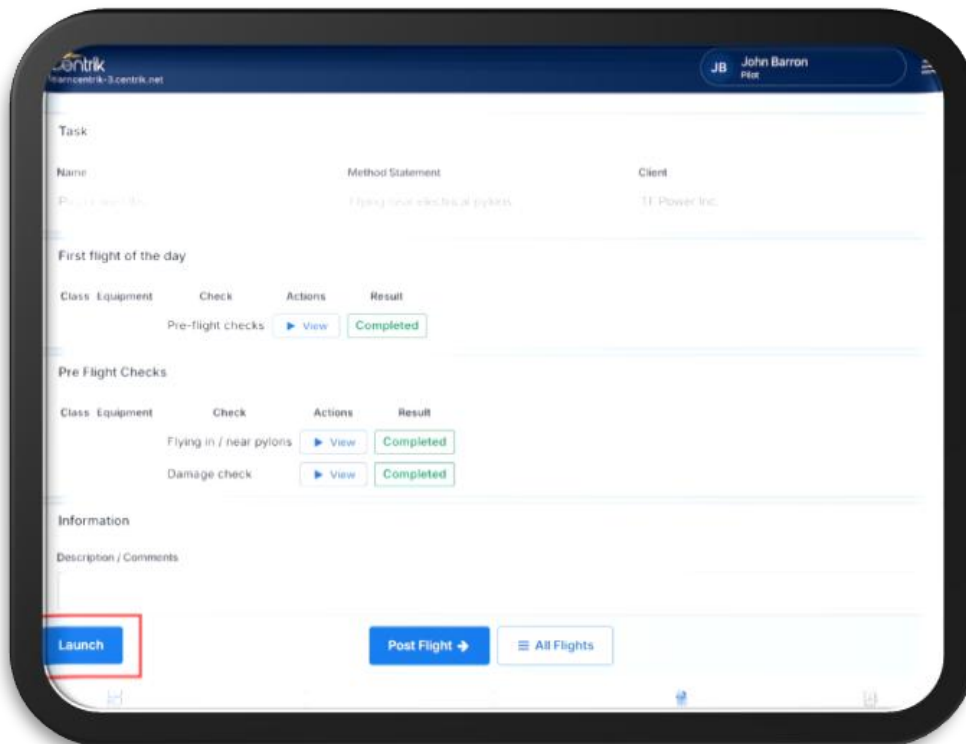
Once again, the visuals have been improved throughout, this is very noticeable within the equipment selection area of a task.



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





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.

IMD TrustFlight

Compliance

Meetings

Workflows

Risk

Equipment

Tasking

UAV

Equipment

Forms

Training

Logbook

Devices

Config

...

Collapse menu

Centrik

Drone Deployments

Dashboard

My tasks

Tasking

Deployments reporting

Currency

Show filters

County	Date/Time	Duration (mins)	Op Type	Category	First flight of the day ?	Pilot	Status	Comments
Kent	22/08/2024 07:59	166	Commercial ops	Commercial	No	Jones, Suzie	Incomplete	
Kent	26/08/2024 08:00	120	Commercial ops	Commercial	No	Barron, John	Incomplete	
	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	
	27/08/2024 12:14	166	Training	Training	No	Harley, Colin	Incomplete	
	28/08/2024 12:14	166	Training	Training	No	Harley, Colin	Incomplete	
	28/08/2024 15:53	0			Yes	Barron, John	Completed	
	28/08/2024 16:12	35			Yes	Barron, John	Unset	
	29/08/2024 10:15	147	Commercial ops	Commercial	No	Harley, Colin	Incomplete	

Download

IMD TrustFlight

Safety

Compliance

Meetings

Workflows

Risk

Equipment

Tasking

UAV

Equipment

Forms

Training

Logbook

Devices

Config

...

Collapse menu

Centrik

Drone Deployments

Dashboard

My tasks

Tasking

Deployments reporting

Currency

County	Date/Time	Duration (mins)	Op Type	Category	First flight of the day ?
Kent	22/08/2024 07:59	166	Commercial ops	Commercial	No
Kent	26/08/2024 08:00	120	Commercial ops	Commercial	No
Kent	27/08/2024 08:01	89	Commercial ops	Commercial	No
	28/08/2024 15:53	0			Yes
	28/08/2024 16:12	35			Yes

Filters

Pilot in command

All

Date from

17/07/2024

Date to

29/08/2024

Quick selector

Custom

County

All

Op type

All

Category

All

Status

All

Apply filter

Clear

## Currency pages

IMD TrustFlight

Safety

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Tasking

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Equipment

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...

Collapse menu

Centrik

FTL Currency

Dashboard

My tasks

Tasking

Deployments reporting

Currency

Pilot	30 days		60 days		90 days	
	Flights	Flight time	Flights	Flight time	Flights	Flight time
Barron, John	6	565	8	802	10	1167
Cummins, James	0	0	0	0	1	234
Jones, Suzie	8	867	16	1714	19	2104

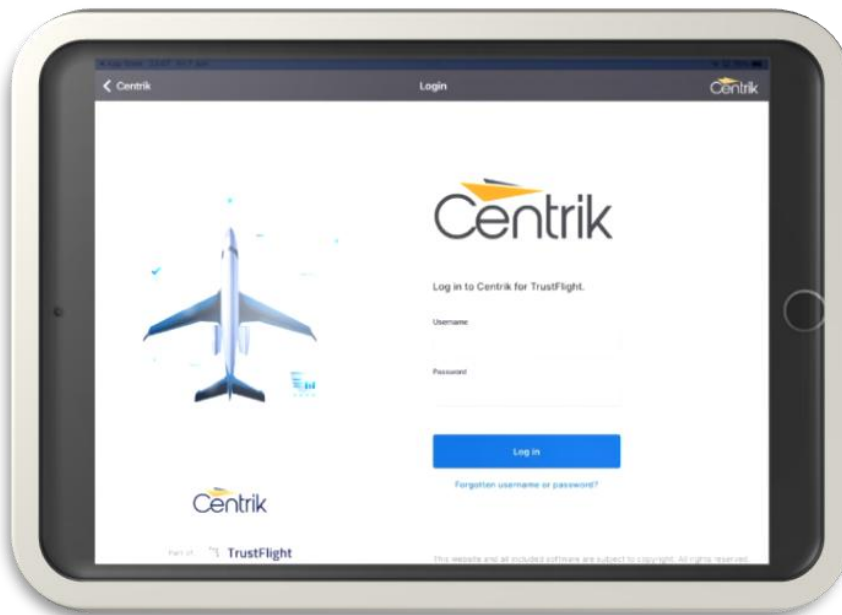
Currency rules for UAV pilots:

- Minimum 2 hrs (120 mins) accumulated flying time in the last 90 days
- Minimum 2 flights in the last 30 days

# Centrik App

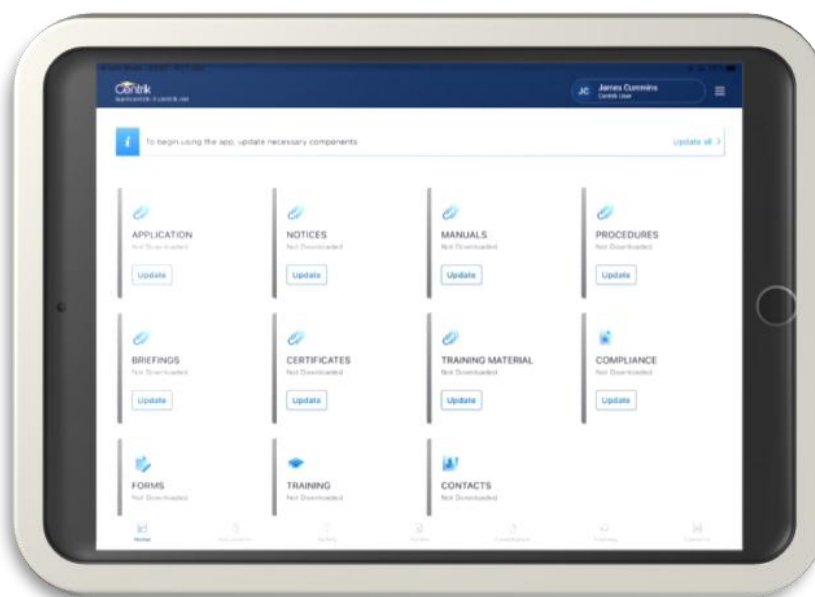
## Refreshed design

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.

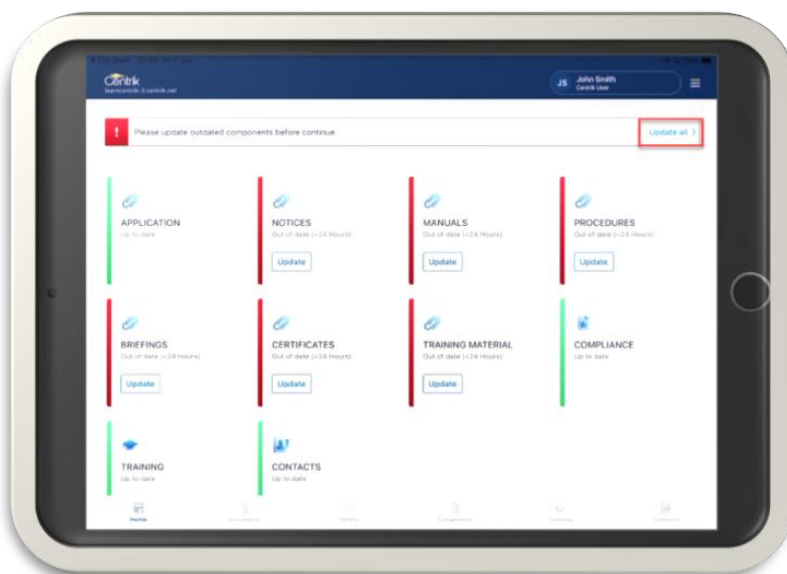


### Component Download page

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'.

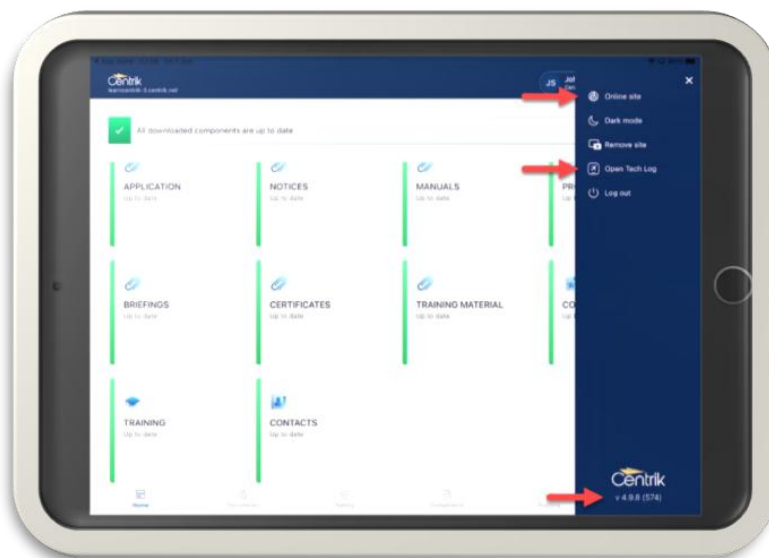
The 'Update All' button has also moved, now located in the top right part of the screen.



## 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:

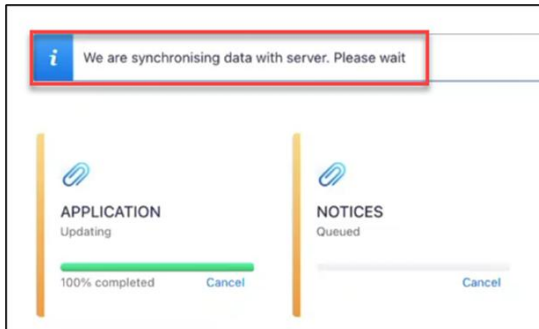
- The 'Home' icon can be selected to navigate to the Component Download page, where a device can be updated / synchronised. This replaces the 'Sync' icon from the previous app version.
- The 'Go Online' icon has moved to the user profile menu, as mentioned in the 'Main Menu' section above.



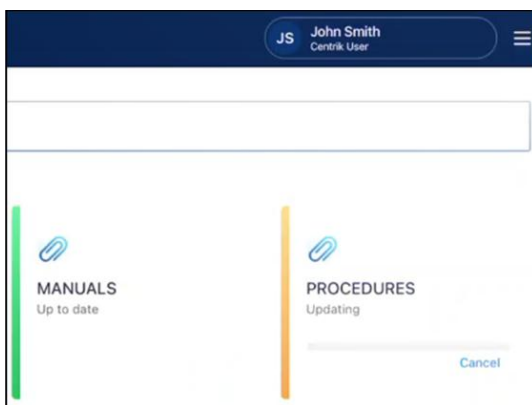
## Updating / Synchronizing a device

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

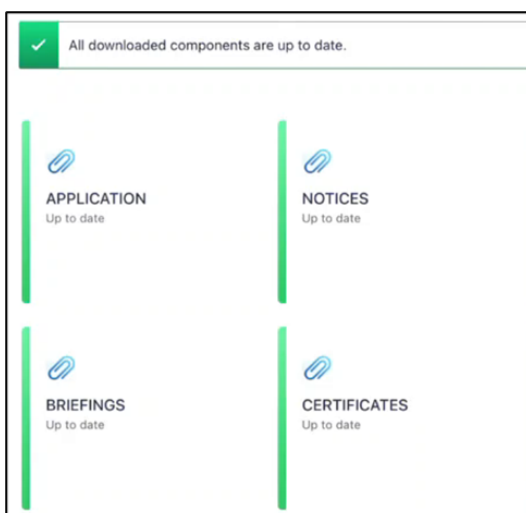
- During synchronization – "We are synchronizing data with server. Please wait"



- 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."

