

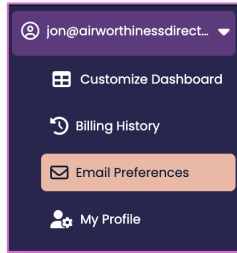


QUICKSTART

support@airworthy.com

Email Settings

Get the alerts you need

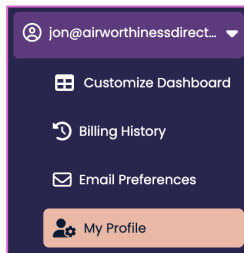


Bottom sidebar:

Select which AD alerts you want to receive

Change Info & Password

Make sure it looks good



Bottom sidebar:

Select "My Profile" to update your info and pass

Upgrade to multi-user

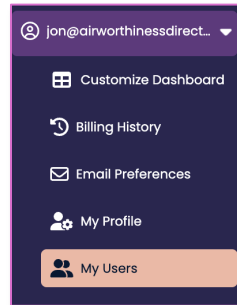
Keep your team up to date

Change to multi-user within My Profile

Licensing

Allows you to add licenses for your team. Add users after this:

Adding new users

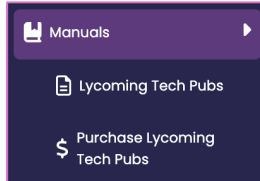


Bottom sidebar:

Select "My Users" to invite your sub-users

Add Lycoming Manuals

Stay compliant and save \$

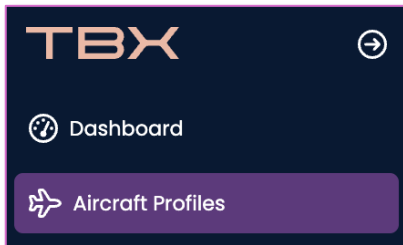


Bottom sidebar:

Select "Manuals" to explore

Creating an Aircraft Profile

Where all the work is stored

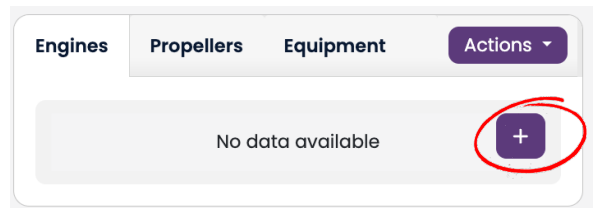


1. Select "Add Aircraft Profile"

+ Add Aircraft Profile

2. Search N-Number, select N-Number, verify and add profile

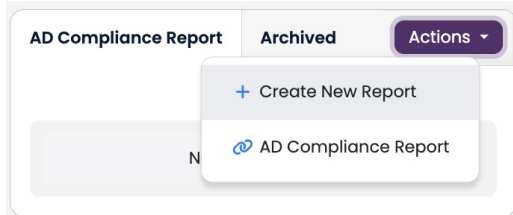
3. Select Engine, Propeller, and Add Equipment by hitting "+" sign on profile



Creating an AD Report

Easily build AD reports from a profile

Select **Actions** → **Create New Report**:

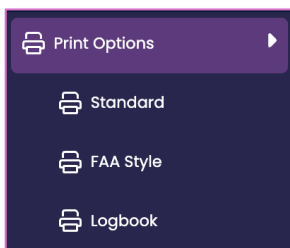


1. Build your report by scrolling down to fill out AD Compliance.

AD #:	2020-18-01	<input checked="" type="checkbox"/> Recurring ⓘ	Method of Compliance ⓘ	Name/Cert#
Category:	Airframe	Recurring Notes:	Inspected as per SB XX-XX; no cracks or corrosion found	Jon McLaughlin
Subject:	Forward Cabin Doorpost Bulkhead	Yes	Internal Notes	<input type="checkbox"/> Manually Enter IA Name and Cert #
S/N:	All	Date/Hours at Comp:	PITA...	Name
Effective Date:	11/12/20	Next Due:		Jon McLaughlin
Amdt #:	39-21222	2001.1 or 36 months (8/14/2028)		Certification Number
				A&P12345678

Printing your AD Reports

Multiple print styles available to print on demand

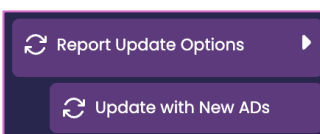


- Standard
- FAA Style
- Logbook
- By category
- Summary
- Appliance List

Update your AD Report

Update your AD report with new hours and new ADs

1. Select Update:



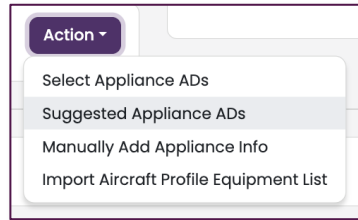
2. Type in new date:

Current Report Date:	2/7/2025
New Report Date	08/15/2025

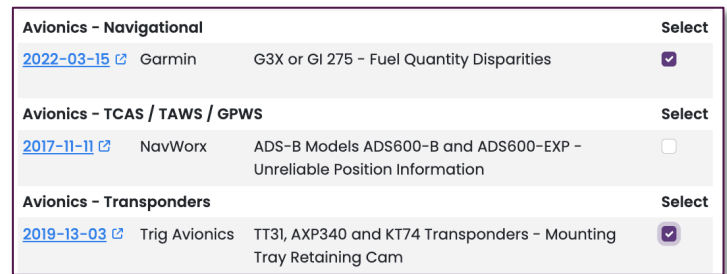
Leverage the Suggested Appliance Lists

Use these lists to quickly add appliances for AD reports

1. In the AD Report Prep top area:

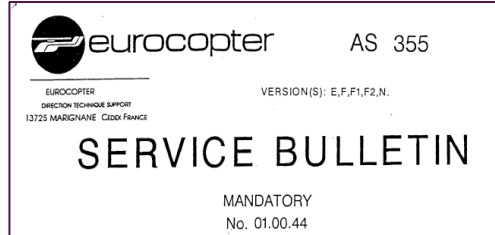
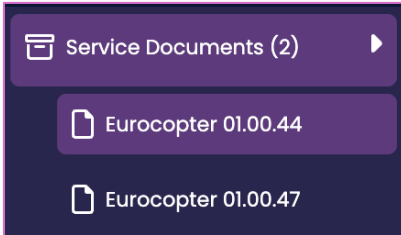


2. Select applicable appliance ADs and hit + Button



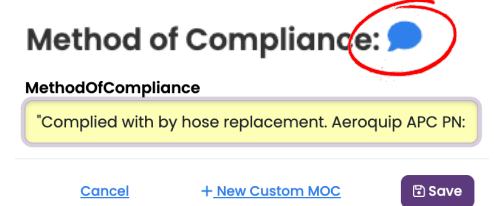
Leverage Incorporated Service Bulletins

Select Bulletins and other Service Docs from the AD



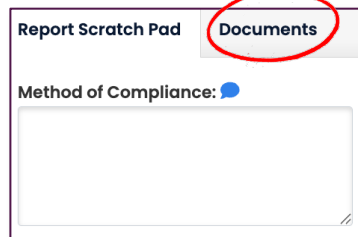
Save MOC Text

Save and recall saved text blocks



Add Documents to Specific ADs

Multiple print styles available to print on demand

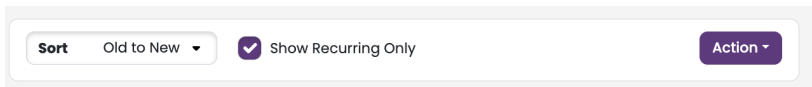


Within an AD:
select docs tab to
upload document
with commentary

Filter Recurring only and change Sort (New to Old)

Change sort type and see only recurring ADs in report

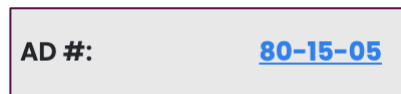
Select "Show Recurring Only" checkbox at the top of AD list or select "New to Old"



Omit a Single AD from an AD Report:

Use Omit before deleting!

1. Click on the AD Link:

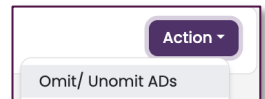


2. Click on

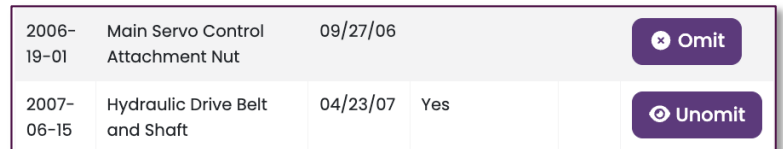


Omit Multiple:

Select Action →
Omit/Unomit ADs:



Select ADs you want to Omit en masse:



Leverage all the Functionality we Have

You can do a lot more than just AD Compliance...

If there's something you'd like to see, please let us know!

FAA
Forms

Work
Orders

Quoting &
Invoicing

Logbook
Service
Records

Inventory &
Parts Tracking