



Intelex User Instructions

Pre-Audit Questions & Uploading Documents

Any Questions?

Contact information is located at the end of this presentation.



Intelex User Instructions

Intelex Task Notification: Confirmation Letter is Required

noreply@intelex.com

Sent: Thu 9/15/2016 11:33 AM

To: Tony Brigham

Hi Tony Brigham.

The audit scheduling process for your company has been initiated and additional information and/or information confirmation is needed. Please use the link below to access the client confirmation letter and complete the preaudit process. We will be notified via email as soon as you have finished the information. Thank you in advance for your time and attention in this request.

- Name of Audit: BRAT-296
- Type of Audit: ASA-100
- Assigned Auditor: Tony Brigham
- Assigned Administrative Assistant: Tony Brigham
- Audit Date: Thursday, September 08, 2016 12:00:00 AM

When you click on the link below it will bring you to the audit details. There will be a Blue box with a question mark titled "Client Confirmation Instructions" follow the instructions to access the audit. Please [click here](#) to access the details of the Audit.

You will receive an email like the one
pictured above.



Intelex User Instructions

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Click on the link to access the Audit.

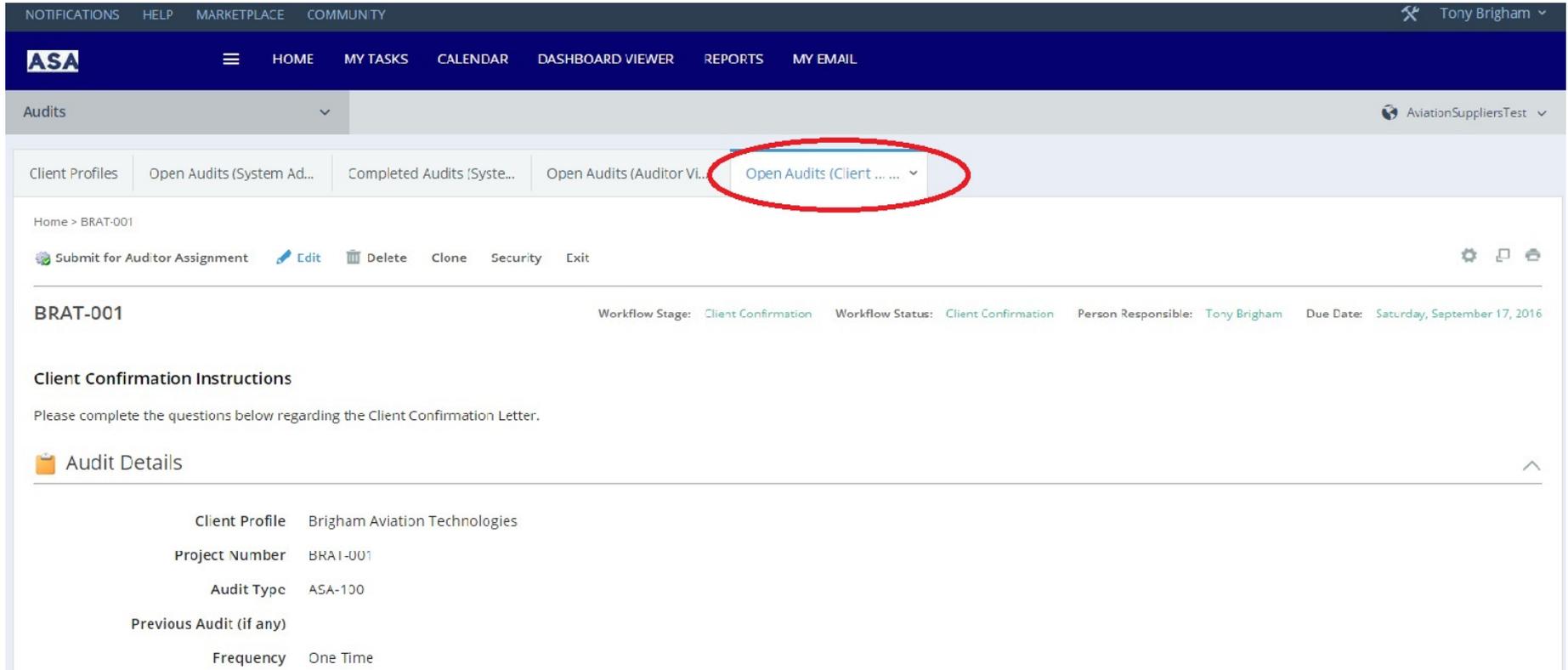


Intelex User Instructions

The image shows two side-by-side screenshots from the Intelex website. The left screenshot is the 'Intelex Client Login' page. It features the ASA logo at the top, followed by the text 'Welcome to the Intelex Client Login!'. Below this are input fields for 'User Name' (containing 'capndent@gmail.com') and 'Password' (masked with dots). A green 'LOGIN' button is positioned below the fields, with a link for 'Forgot your password?' underneath. At the bottom of the page, the copyright notice 'Copyright © 1992-2016, Intelex Technologies Inc.' is visible. The right screenshot shows a community interface with the text 'The Intelex EHS and Quality Community is here! Are you?' overlaid. A 'JOIN NOW' button is present, along with statistics: '1,000+ Conversations' and '6,000+ Members'. The background of this screenshot shows a laptop displaying a social media-style feed.

Login to Intelex using the information that you created during registration. If you forget your password, contact ASA and we can reset it for you.

Intelex User Instructions



The screenshot displays the Intelex user interface. At the top, there is a navigation bar with links for NOTIFICATIONS, HELP, MARKETPLACE, and COMMUNITY. Below this is a dark blue header with the ASA logo and a menu icon, followed by navigation links: HOME, MY TASKS, CALENDAR, DASHBOARD VIEWER, REPORTS, and MY EMAIL. The main content area shows a breadcrumb trail: Home > BRAT-001. Below the breadcrumb, there are action buttons: Submit for Auditor Assignment, Edit, Delete, Clone, Security, and Exit. The main content area is divided into tabs: Client Profiles, Open Audits (System Ad...), Completed Audits (Syste...), Open Audits (Auditor Vi...), and Open Audits (Client). The 'Open Audits (Client)' tab is highlighted with a red circle. Below the tabs, the main content area displays the details for BRAT-001, including the Workflow Stage (Client Confirmation), Workflow Status (Client Confirmation), Person Responsible (Tony Brigham), and Due Date (Saturday, September 17, 2016). The section is titled 'Client Confirmation Instructions' and contains the text: 'Please complete the questions below regarding the Client Confirmation Letter.' Below this, there is a section titled 'Audit Details' with a list of audit information:

Client Profile	Brigham Aviation Technologies
Project Number	BRA1-001
Audit Type	ASA-100
Previous Audit (if any)	
Frequency	One Time

The link will bring you to the Audit Screen. Make sure you are in the Open Audits (Client View) tab.



Intelex User Instructions

The screenshot shows the Intelex user interface for the "Audits" section. The top navigation bar includes "NOTIFICATIONS", "HELP", "MARKETPLACE", and "COMMUNITY". Below this is a dark blue header with the ASA logo and navigation links: "MY TASKS", "MY STAFF'S TASKS", "MY LOCATION'S TASKS", "MY CALENDAR", "MY STAFF'S CALENDAR", and "MY LOCATION'S CALENDAR". The main content area is titled "Audits" and includes a breadcrumb trail "Home > Open Audits (Client View)". There are search and filter options, including "Advanced Search" and "Actions". A table of audits is displayed with the following columns: "Date Created", "Client Contact", "Project Number", "Audit Type", "Person Responsible", "Due Date", "Status", and "Auditor Checklist". The table contains one record with the project number "BRAT-002" circled in red. The status is "Client Confirmation" and the auditor checklist is "ASA-100 Auditor Checklist".

Date Created	Client Contact	Project Number	Audit Type	Person Responsible	Due Date	Status	Auditor Checklist
1/30/2017 10:38 AM	Testing Testing	BRAT-002	ASA-100	Testing Testing [BRAT-AB01]	2/1/2017	Client Confirmation	ASA-100 Auditor Checklist

Select your audit by clicking on the Project Number.

Intelex User Instructions

Pre Audit Checklist Questions (Click here to expand/collapse)

Question	Answer	Comments
<input type="checkbox"/> <input type="text"/>		<input type="text"/>
Section: (empty)(11)		
<input type="checkbox"/> Have you read version 4.0 of the ASA-100 Standard? <small>Please answer all questions. If a question does not apply to your company, please enter Not Applicable or N/A.</small>		
<input type="checkbox"/> Have you read the Letter of Interpretation 100 009?		
<input type="checkbox"/> Including the facility being audited, how many locations does your company have? <small>This includes, but is not limited to, sales offices and locations holding inventory of aircraft parts.</small>		
<input type="checkbox"/> What are the number of employees per location?		
<input type="checkbox"/> Please provide the address(es) of each location.		
<input type="checkbox"/> How many of the facilities listed above are strictly sales offices without any inventory of aircraft parts? *NOTE - In order to be considered a sales office with no holdings of inventory of aircraft parts, that facility cannot receive any aircraft parts, even if the parts are immediately shipped and not stored.		
<input type="checkbox"/> Does your company have any additional off-site facilities for company material other than inventory of aircraft parts? *NOTE - Only answer yes for sites not listed above.		
<input type="checkbox"/> How many of the facilities listed above receive, accept, or handle inventory of aircraft parts, even if the parts are immediately turned over? *NOTE - If the answer to this question is more than 1, and you would like the additional locations included in the Accreditation Audit, this must be discussed with ASA prior to the audit.		
<input type="checkbox"/> Has your company moved within the last 12 months?		
<input type="checkbox"/> Is your company planning to move in the next 24 months?		
<input type="checkbox"/> Have you attached the latest copy of your Quality Manual? <small>Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)</small>		

Viewing 1 - 11 of 11 Records Items Displayed 20

Check to make sure the Audit Details are correct and scroll down to the Pre-Audit Checklist Questions. Click on the Yellow Answer column next to a question to answer. There are different types of questions.



Intelex User Instructions

Have you read version 4.0 of the ASA-100 Standard?
Please answer all questions. If a question does not apply to your company, please enter Not Applicable or N/A

Choice

No

Yes

Have you read the Letter of Interpretation 100-009?

Multiple Choice – click the circle next
to your answer



Intelex User Instructions

A screenshot of a web-based form interface. The form contains several questions, each with a checkbox. The question "Does your company have any additional off-site facilities for company material other than inventory of aircraft parts? *NOTE - Only answer yes for sites not listed above." is highlighted in blue. A text input field is open, showing the address "123 Our St" and "Someplace, NY 12345". The input field has a blue border and a small 'x' icon in the bottom right corner. Below the input field are two buttons: a blue checkmark icon and a blue 'x' icon.

Text – Enter answer into text box.
Click the check mark to save answer.
Click the x to cancel.



Intelex User Instructions

Is your company planning to move in the next 24 months?

Have you attached the latest copy of your Quality Manual?
Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)

Viewing 1 - 11 of 11 Records

Yes

Answer's Comments
We have started looking for a larger warehouse space

✓ ✕

You can add comments by clicking on the white comment column next to the answers.



Intelex User Instructions

Have you attached the latest copy of your Quality Manual?
Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)

Viewing 1 - 11 of 11 Records Items Displayed 20

[Client Documents](#)



To upload your Quality Manual or other documents, scroll down to Client Documents and click on either the down arrow or the title.



Intelex User Instructions

Client Documents ^

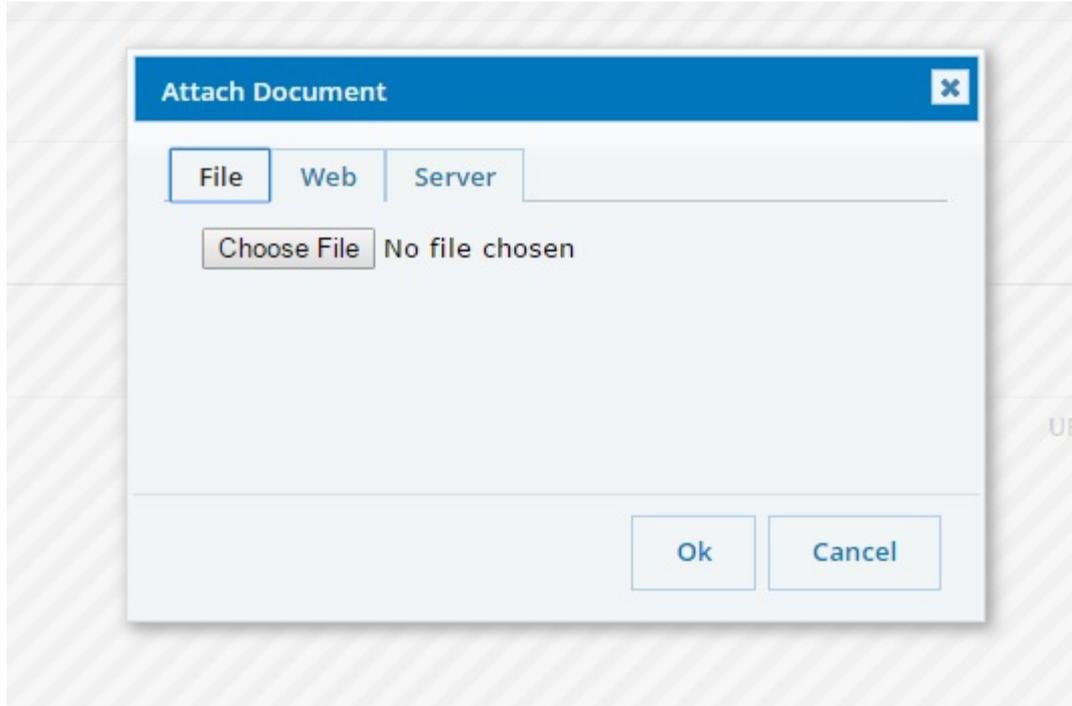
[Attach Document](#) [Detach Document](#) [List All](#)

<input type="checkbox"/>	Attachment Name	URL
No records to display.		

Items Displayed ▾

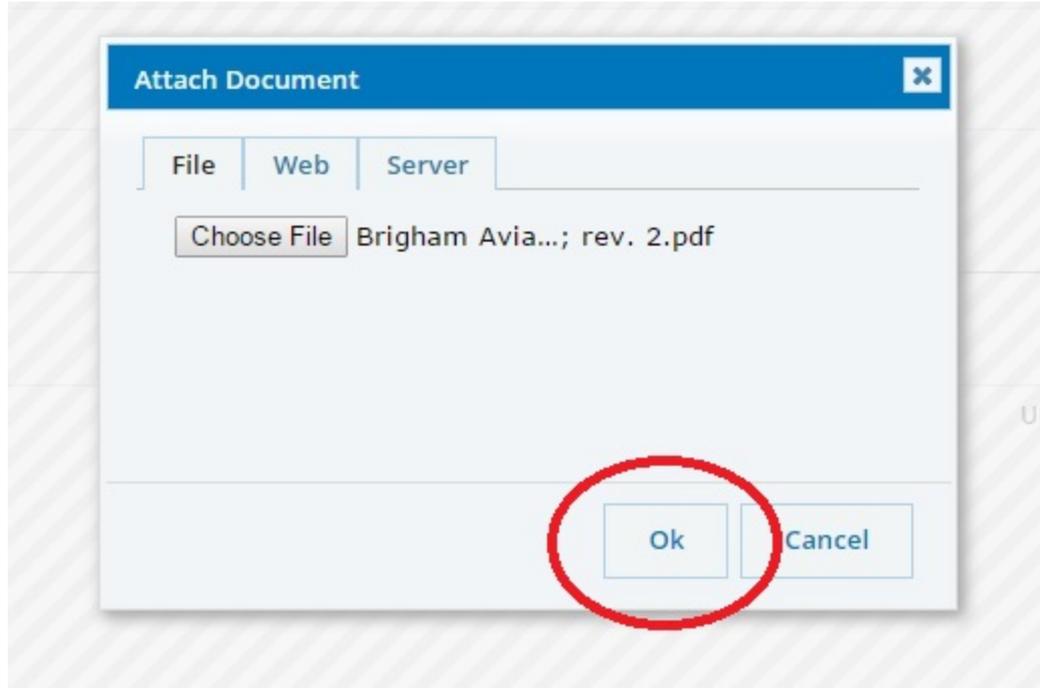
Click Attach Document

Intelex User Instructions



Click Choose File to browse your computer for the document that you want to upload.

Intelex User Instructions



Click Ok when finished



Intelex User Instructions

Client Documents

[Attach Document](#) [Detach Document](#) [List All](#)

<input type="checkbox"/> Attachment Name	URL
<input type="checkbox"/> Brigham Aviation Tech Manual; rev. 2.pdf	

Viewing 1 - 1 of 1 Records

Items Displayed

Once the document is uploaded correctly it will appear like this. If you make a mistake, check the box next to the document's name and click Detach Document to remove it.

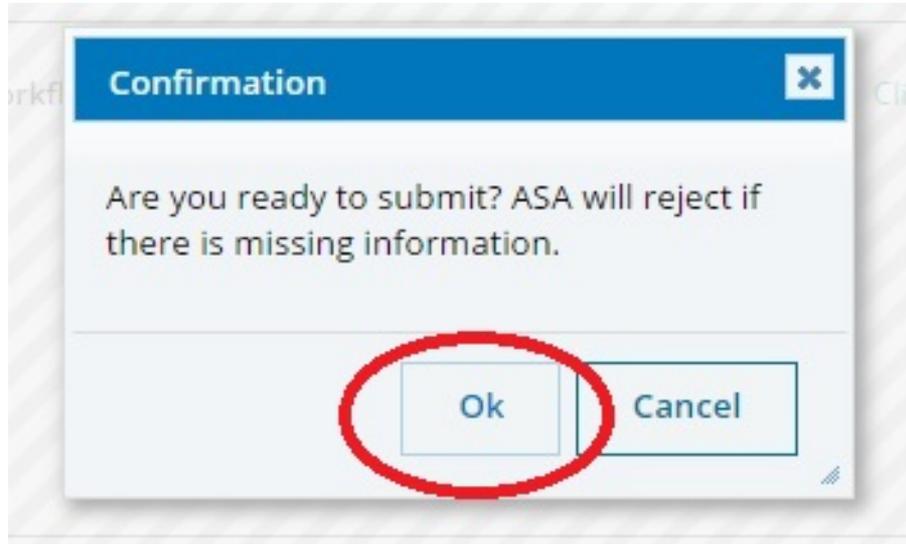


Intelex User Instructions

A screenshot of the ASA Intelex user interface. The top navigation bar is dark blue with the ASA logo on the left and menu items: HOME, MY TASKS, CALENDAR, DASHBOARD VIEWER, REPORTS, and MY EMAIL. Below this is a light grey header with 'Audits' on the left and 'AviationSuppliersTest' on the right. A secondary navigation bar contains tabs: Client Profiles, Open Audits (System Ad...), Completed Audits (Syste...), Open Audits (Auditor Vi...), and Open Audits (Client ...). The main content area shows a breadcrumb 'Home > BRAT-001' and a row of action buttons: 'Submit for Auditor Assignment' (circled in red), 'Edit', 'Delete', 'Clone', 'Security', and 'Exit'. At the bottom, there is a summary line for 'BRAT-001' with details: Workflow Stage: Client Confirmation, Workflow Status: Client Confirmation, Person Responsible: Tony Brigham, and Due Date: Saturday, September 17, 2016.

Scroll back to the top and click
Submit for Auditor Assignment when
finished.

Intelex User Instructions



Confirm that you are ready to submit. If ASA determines that the information that you provided is not sufficient, You will receive an email that will bring you back to clarify.



Intelex User Instructions

ASA is here to support you!

If you have any questions, contact us
by phone at 202-347-6893 or by
email at
tony.brigham@aviationsuppliers.org