



Database User Guide



INTRODUCTION

This guide was written with the intent to give users of the C.A.S.E. Database a general overview. It is not a detailed description of all the information contained in the database. The Database Committee encourages all members to use this guide and to make suggestions for improvement.

This document is the property of the C.A.S.E. organization. It was developed and is maintained by the ACS Database Committee and is intended for members' use only. It is not to be copied or distributed outside the organization without the express permission of the C.A.S.E. organization's membership. Any reproduced hard copy is only as current as the date it was printed and therefore must be considered Uncontrolled and for Reference Only. Refer to the C.A.S.E. website for the most current version (www.C.A.S.E.inc.org).



Table of Contents

Table of Contents.....	3
LOGGING ON TO THE C.A.S.E. WEB FRONT DATABASE	5
1. Database Welcome Page.....	7
A) Main Entry Screen Structure.....	7
B) Members:.....	8
C) Audits.....	8
D) Suppliers.....	9
E) Auditors.....	10
F) Transmittals	11
G) Downloads	12
2. Members Drop-Down Navigation.....	12
A) C.A.S.E. Members	13
B) Member Contacts.....	15
C) Full Performance.....	15
3. Audits Drop-Down Navigation.....	16
A) Update Vendor CAR Password.....	16
B) Approving CARS.....	17
4. Suppliers Drop-Down Navigation.....	18
A) Vendor Pool CARS – View Vendor Records.....	18
B) Your Performance.....	19
C) Your Usage – Updates Member Usage	19
5. Transmittals Drop-Down Navigation	20
A) Audit Transmittal	20
B) PENDCA or PENDX Transmittal.....	21
C) How to Release Your PENDCA and PENDX Transmittals	24
6. How to Export CACS-21, Cert Package, & Usage.....	25
A) Navigate to Vendor Pool CARS	25
B) Export CACS-21	25
C) Export Cert Package.....	26
D) Export Usage Report	27



*This page
Saved for future use*



Login to the Web Database

A screenshot of the C.A.S.E. website. The top navigation bar includes links for About, History, ACS, ARSS, Database, Training, BOD, Membership, Events, CARS, and Shop. The Database dropdown menu is open, showing options: Web Database, Air Carrier - Current, Repair Station - Current, and Database Ericom. The main banner features a large image of an airplane flying over a city at sunset. Text on the banner reads: "C.A.S.E. TAKES FLIGHT INTO TOMORROW", "Sustaining Member Airlines: 36", "Member Repair Stations: 135.", "More than 60 qualified and authorized C.A.S.E. Level III Auditors!". A "Read More" button is visible in the bottom left of the banner area.

- Type in <https://www.caseinc.org> in browser menu
- Select the Database dropdown
- Select Web Database



- Enter login credentials
- Username is case sensitive (member number and typically user initials)
- Example 053ZZ or D71XX

The screenshot shows the login page for the C.A.S.E. Web Database. The page has a blue header with the word 'Login' on the left and the C.A.S.E. logo and 'C.A.S.E. Web Database' on the right. Below the header, there are two input fields: 'C.A.S.E. Username' and 'Your Password'. Below these fields is a checkbox labeled 'Remember me' and a blue 'Sign in' button.

1. Welcome page has the C.A.S.E. Welcome Message and the following:

- List of Unprocessed Schedule Transmittals
- Your Performance (All data 1A, 2A, or 4A can be selected)
- List of Unprocessed Pool Transmittals
- List of Last 30 Days Processed Schedule Transmittals
- List of Unprocessed Audit Transmittals.
- Multiple dropdowns selections at the top
- Search function at the top next to your name.
- Use the dropdown next to your name to logout, change password or update user profile.



WELCOME TO THE ACS C.A.S.E. 6.07 CLOUD SYSTEM Dated: 02-21-2025

The system is now available via the web. All Transmittal processing will take place at the backend, but all data entry, searches and reports are available via the web.

Please let us know if you see any issues when entering data. There will be places where required fields will need to be either removed or added. We plan to update the code a couple of times a week from the development machine. The development machine is located at web address: <https://case2024.avsale.com> If you would like to assist with finding issues please feel free to do testing on the development machine. The data is independent from the production machine.

REVISION 85 of the P&P is now available. Please also download the new checklists available on the website.

Supplier Name	Allocation Number	Xmit Date	Quality Code	Auditor	Action
PALL AEROPOWER CORPORATION	3840	4/1/2025	1A	051-MW	REASSIGNAUDIT
PERRONE AEROSPACE	24165	4/1/2025	1A	051-MW	REASSIGNAUDIT
AAR AIRCRAFT COMPONENT SERVICES, NEW YORK	12	4/1/2025	1A	051-MW	RESCHEDULEAUDIT
MEL AVIATION LIMITED	3401	4/2/2025	1A	566-TE	RESCHEDULEAUDIT

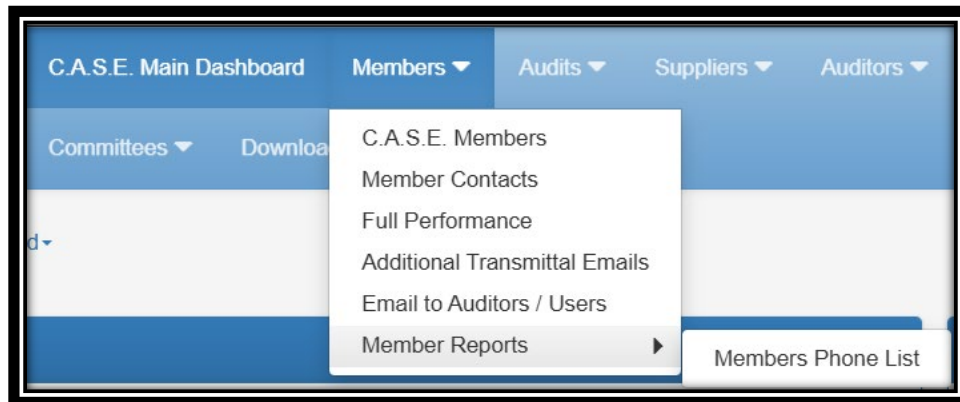
Your Performance							
Displaying 1 - 20 of 32							
1903	DYNAMO AVIATION, INC.	10/24	Y	UPAUD	N	N	11/24
23845	AEROREPAIR SOUTH LLC	10/24	Y	UPAUD	N	N	10/24

A) Main Entry Screen Structure

- **Toolbar** - The Toolbar at the top lets the user navigate to common areas by selecting the drop down next to each category header.

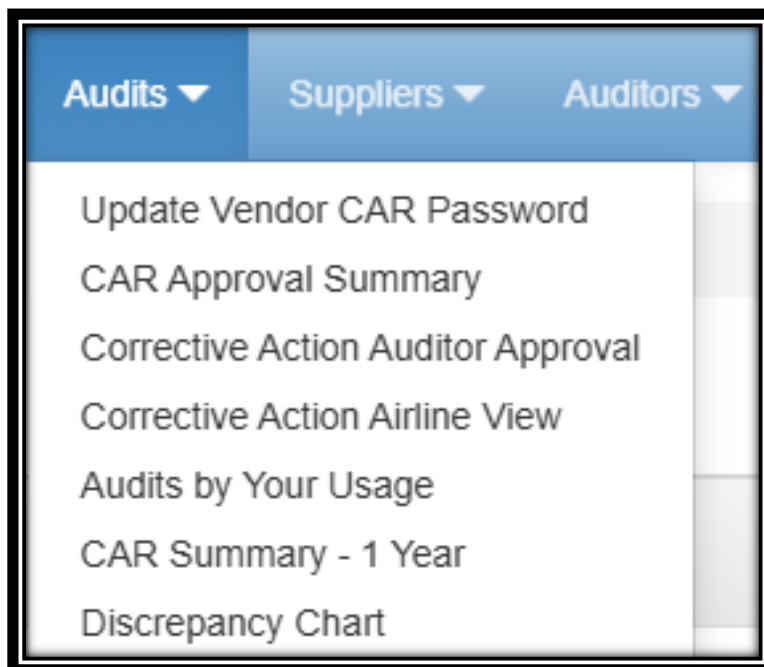
B) Members – User can navigate to the following:

- C.A.S.E. Members
- Member Contacts
- Full Performance
- Additional Transmittal Emails
- Email to Auditors / Users
- Member Reports >
 - Members Phone List



C) Audits – User can navigate to the following:

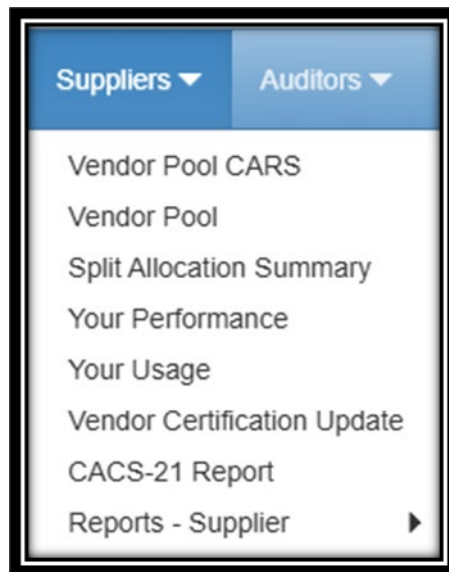
- Update Vendor CAR Password
- CAR Approval Summary
- Corrective Action Auditor Approval
- Corrective Action Airline View
- Audits by Your Usage
- CAR Summary – 1 Year
- Discrepancy Chart





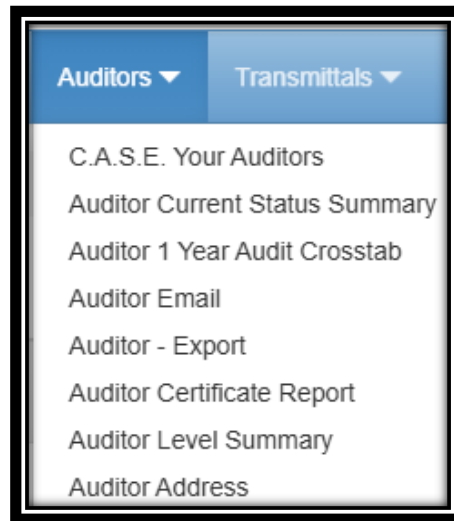
D)Suppliers – User can navigate to the following:

- Vendor Pool CARS
- Vendor Pool
- Split Allocation Summary
- Your Performance
- Your Usage
- Vendor Certification Update
- CACS-21 Report >
 - Vendor Certificate Report
 - PENDCA Report
 - Vendor Usage Report
 - Vendor Report



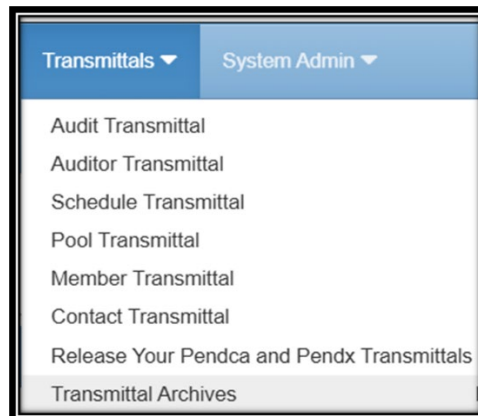
E)Auditors – User can navigate to the following:

- C.A.S.E. Your Auditors
- Auditor Current Status Summary
- Auditor 1 Year Audit Crosstab
- Auditor Email
- Auditor - Export
- Auditor Certificate Report
- Auditor Level Summary
- Auditor Address



F) Transmittals – User can navigate to the following:

- Audit Transmittal
- Auditor Transmittal
- Schedule Transmittal
- Pool Transmittal
- Member Transmittal
- Contact Transmittal
- Release Your PENDCA and PENDX Transmittals
- Transmittal Archives

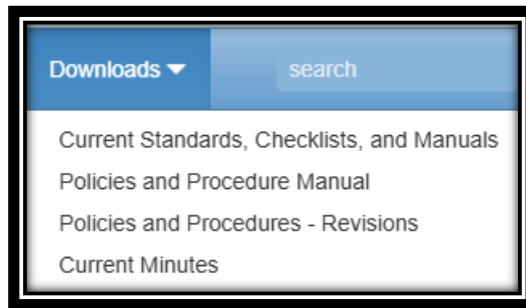


NOTE: System Admin and Committees areas are for use by committee members and are not detailed.



G)Downloads – User can navigate to the following:

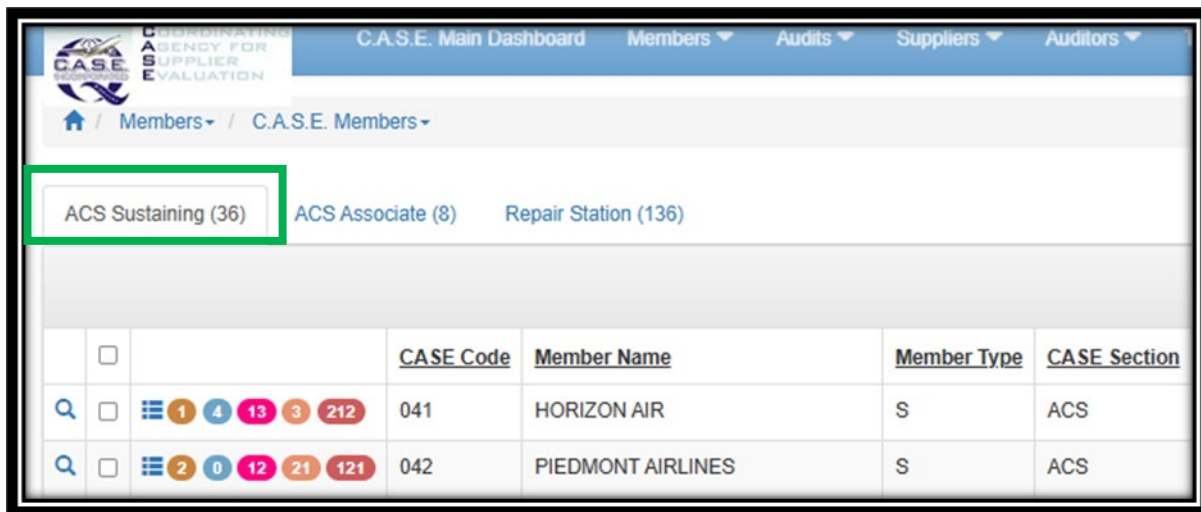
- Current Standards, Checklists, and Manuals
- Policy and Procedure Manual
- Policies and Procedures - Revisions
- Current Minutes



2. Members Drop-Down Navigation

A)C.A.S.E. Members

- This function allows you to view ACS Sustaining, ACS Associate, and Repair Station member information.



- The number in () represents the number of members in the identified group.



- Toggle between tabs to view ACS Sustaining or Associate member groups and Repair Station members



- The left columns provide tools to edit (**Admin only**) and view the record
- Pencil icon = edit function (**Admin only**)
- Spy glass icon = view record function
- The colored dots are linked to additional records. The number in the colored dot corresponds to the number of records. Hovering over each colored dot will display a tag description of the information that will be provided.

		<u>Member Code</u>	<u>Member Name</u>	<u>Auditor Number</u>	<u>Auditor Name</u>
		053	DELTA AIRLINES	053-KM	KEVIN MORRISON

- Clicking on any of the colored dots brings up several more tabs.
Example: The first colored dot is for Auditors, and the tab information is displayed.



- Pencil icon = edit function (**Admin only**)
- Spy glass icon = view record function
- The colored dots are linked to additional records. The number in the colored dot corresponds to the number of records. Hovering over each colored dot will display a tag description of the information that will be provided.

		Scan Key	Scan ID1	Scan ID2	Scan ID3	Scan File Name	Scan Date Time
	<input type="checkbox"/>	3844	053	053-KM	KEVIN MORRISON	https://caseinc.org/pdfvendor/053_053-KM_KEVIN MORRISON_3844.pdf	8/12/2022
	<input type="checkbox"/>	3845	053	053-KM	KEVIN MORRISON	https://caseinc.org/pdfvendor/053_053-KM_KEVIN MORRISON_3845.pdf	8/12/2022
	<input type="checkbox"/>	5530	053	053-KM	KEVIN MORRISON	https://caseinc.org/pdfvendor/053_053-KM_KEVIN MORRISON_5530.pdf	9/12/2024

- Clicking on the dark red colored dot (3) brings up Legacy Scan Files that have hyperlinks to view the 3 files attached.
- The orange-colored dot (8) displays Auditor Archive records.

B) Member Contacts

- Member Contacts information is displayed

Last Name	First Name	CASE Code	Title	Member Name	Member Type	CASE Section	City	State	Phone
ANDERSON	ROBERT	D39	DIRECTOR OF QUALITY	EASTERN AIRLINES	S	ACS	test	FL	678-315-2819
ANNE	AMADOU	120	SR. MANAGER - QA INTERNAL AND OFFWING	UNITED AIRLINES	S	ACS			872-825-4180
BENTLEY	ROBB	041	QA	HORIZON AIR	S	ACS	PORTLAND	OR	208-596-0970
BOLTON	GLENN	542	MANAGER OF QUALITY	POLAR AIR CARGO	S	ACS	PURCHASE	NY	914-701-6583
BORDEN	KELLON	B36	MX QUALITY ASSURANCE MANAGER	KALITTA AIR	S	ACS	YPSILANTI	MI	734 480 8988
BRATTEN	JEREMY	D58	QA AUDITOR	PSA AIRLINES	S	ACS	VANDALIA	OH	502-773-3173
BURDETTE	CHAD	056	Q.A. AIRWORTHINESS LIAISON	FEDEX EXPRESS	S	ACS	MEMPHIS	TN	901-581-5788



C) Full Performance

Members - Full Performance								
All data 1A 2A 4A								
<input type="checkbox"/>	Supplier Name	Supplier Division	Data Entry Date	Audit Type	Scheduled Member	Scheduled Date	Allocation Number	Audit Performed
<input type="checkbox"/>	AAR AIRCRAFT COMPONENT SERVICES, NEW YORK		8/18/2025	060	051	11/25	12	
<input type="checkbox"/>	AOG REACTION COMPANY	D/B/A AOG REACTION, INC.	7/25/2023	510	507	07/25	29	N
<input type="checkbox"/>	VELOCITY AEROSPACE-BURBANK		5/21/2025	120	120	05/25	35	
<input type="checkbox"/>	AAR AIRCRAFT COMPONENT SERVICES		3/4/2025	113	113	03/25	42	

- Click on the symbol to the left of vendor name to view the vendor record

	AAR AIRCRAFT COMPONENT SERVICES, NEW YORK
	AOG REACTION COMPANY

3. Audits Drop-Down Navigation

A) Update Vendor CAR Password

- Click on the pencil icon or inline edit icon to change password
 - This opens an editable field.
 - Click "Save all" when finished

<input type="checkbox"/>	<u>Allocation Number</u>	<u>Supplier Name</u>
<input type="checkbox"/>	186	AERO PRECISION
<input type="checkbox"/>	268	AERONAUTICAL

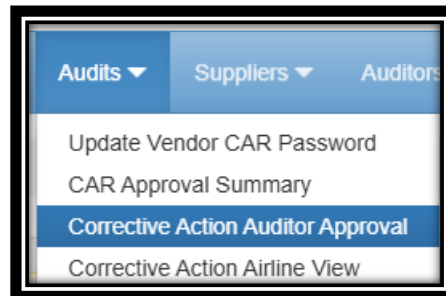


➤ Click on the spyglass to view the record

Allocation Number	Supplier Name	Audit Type	Repair Station	Scheduled Member	Scheduled Date	Audit Performed	Action Code	Vendor Password
471	AIRCRAFT ELECTRIC MOTORS, INC.	B73	MO4R369M	B73	09/25	Y	PENDCA	G40N1q

B) Approving CARs

➤ Select Corrective Action Auditor View



➤ Click on the pencil to review corrective actions and approve/disapprove

- Type auditor name in “Approved By” field
- Enter approval date in “Approved Date” field
- Select “Approved” box
- Click Save
- Click Back to List – NOTE CAR will not be visible in the list after it is approved.

	<input type="checkbox"/>	<u>Allocation Number</u>	<u>CARID</u>
	<input type="checkbox"/>	24847	2

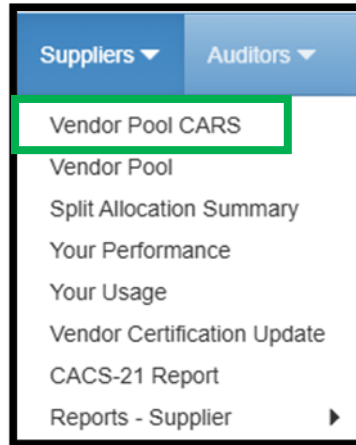
➤ Objective evidence file attachments are available to be printed

➤ Click on the spyglass to view the CAR record and view objective evidence files.



4. Suppliers Drop-Down Navigation

A) Vendor Pool CARS – View vendor records



- Type the allocation number in the search box. NOTE: Advanced Search can be used by selecting the Gear icon drop-down in upper right corner.
- Click on any of the colored icons. (Numbers indicate the number of records.)
- This will open the following tabs in order from left to right corresponding to the colored icons.
 - Audit Transmittal Archive
 - Pool Transmittal Archive
 - Schedule Transmittal Archive
 - Corrective Actions
 - CACS-21 Report
 - Corrective Action History
 - Vendor Usage
 - Legacy Scan Files (Cert Packages)
 - Qry Split Allocation (split allocation information)
- The CACS-21 Report and Vendor Usage pdf forms can be printed from here.



- Click on the square icon with the arrow
- This will open a new printer icon
- Click on the printer icon and select pages to be printed.

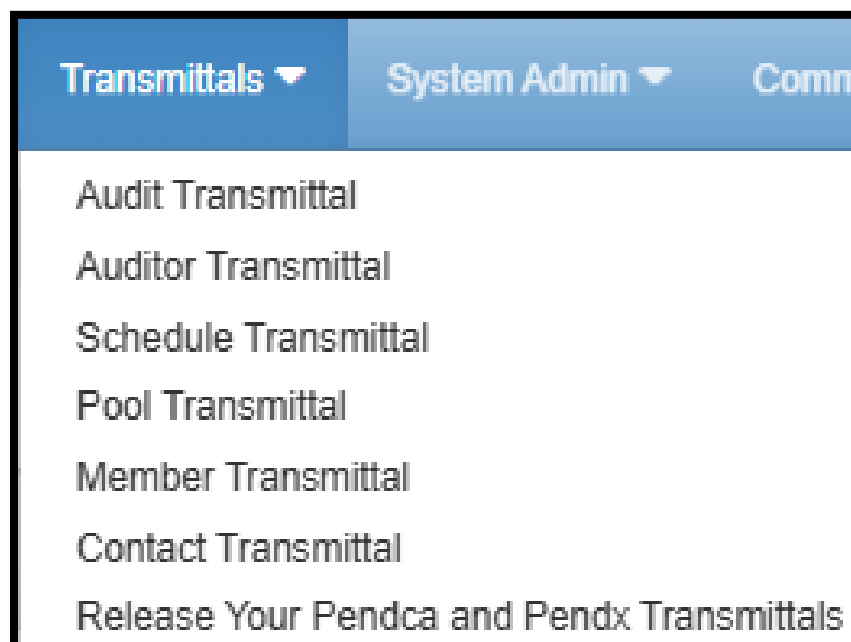
B) Your Performance

- Select Your Performance drop-down to view Your Performance table.

C) Your Usage – Updates member usage

- Displays members current usage.
- Click on Add new to add a new vendor to your usage.
 - Select Member Code
 - Start typing the allocation number and click on the vendor's name when it appears.
 - Click Save and then Back to list.
- To remove a vendor from your usage
 - Select square check box in the left-hand column next to the appropriate vendor and select the Delete button.

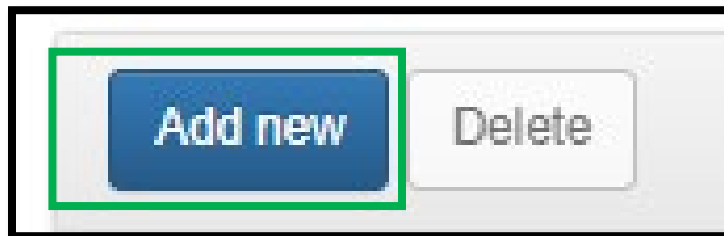
5. Transmittals Drop-Down Navigation





A) Audit Transmittal

- Select Audit Transmittal from the Transmittals drop-down menu.
- Any unprocessed Audit Transmittals will be listed.
 - To edit the transmittal, click on the Pencil icon.
- Select the Add new button to create a new transmittal.
 - Example - Audit Transmittal



- Complete the required/appropriate fields. Fields with a * next the field title require an entry.
 - Member Code
 - Action Code
 - Allocation Number

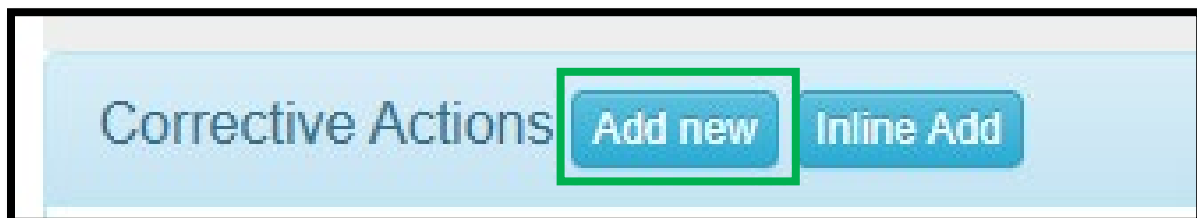
NOTE: Start typing the allocation number and click on the vendor's name when it appears.
- Click Save when required/appropriate fields have been completed or updated.
 - **NOTE:** Comments may be required in the comments field
 - **NOTE:** For 2A audits check the appropriate radial button at the bottom. Example: Fuel Storage (FS=1) and Into-plane (IP=2)
 - **NOTE:** Check the appropriate radial button at the bottom for A449 OPSPEC.
- If the transmittal is saved properly, you will see a **green ribbon** temporarily popup across the top stating record saved or a **red ribbon** stating the error.



- For PENDCA – To prevent adding a CAR to the wrong transmittal - Go back to the list first and select the PENDCA from the list of unprocessed transmittals.

B)PENDCA or PENDX Transmittal (See step above)

- Select Audit Transmittal from the Transmittals drop-down menu.
 - **NOTE:** Any unprocessed Audit Transmittals will be listed.
 - **NOTE:** To edit the transmittal, click on the Pencil icon.
- Select the Add new button to create a new transmittal.
- Complete the appropriate fields.
 - **NOTE:** Start typing the allocation number and click on the vendor's name when it appears.
- Click Save when appropriate fields have been completed.
 - **NOTE:** Comments may be required in the comments field
- Click “Add new” at the bottom of the transmittal form.
 - **NOTE: 2A/4A Important - Verify the correct vendor is being edited before clicking “Add new” See NOTE that follows >**
 - **NOTE: To prevent adding a CAR to the wrong transmittal - Go back to the list of Unprocessed Audit Transmittals first, click on the Pencil Icon to open the transmittal, then click “Add new”.**



- A new form will open
- Enter CARID for the first CAR. Example: 1, 2, 3 etc.



Corrective Actions, Add new

Audit Transmittal [053 DELTA AIR LINES, 9/16/2025, 11:26:00]

Member Code	Supplier ID	Xmit Date	Time	Null	Supplier Name	Supplier Division / dba	Address
053 DELTA AIR LINES		9/16/2025	11:26:00		ACTIVE AERO SERVICES		DUMMY TESTING

CASE Code
053

Allocation Number
2456

CARID

Audit Date *
9/2/2025

Auditor
053-KM

Standard
1A

Standard Revision

Save Reset Cancel

- Scroll down and select the appropriate standard, Standard Section, Standard Item and Standard Sub Item (as applicable).
 - Example: 1A
 - Example: 86 1A Standard (Make sure the revision number is correct)
- Type in Finding Area as appropriate.
 - Example: Shipping Area or Work Bench #3xxx
- Reference: This should auto populate based on the Standard Item selected and is fully editable.




- Enter the discrepancy.
 - **NOTE:** This is a free text field, or you can copy/paste text into this field.
- Enter Corrective Action Due Date.
 - **NOTE:** Click on the calendar to quickly add the due date.
- Select Save. A new form should appear for the next discrepancy. If you are finished entering discrepancies, click Cancel or the **X** in the upper right corner on the new form.
 - **NOTE:** You will see the CARs populating in a table format below the transmittal. The CARs are editable by clicking on the Pencil icon.
- To print the CACS-21 Report before processing the PENDCA, find the unprocessed PENDCA Transmittal in the list and click on the colored dot. When you hover over the colored dot it will be titled CACS-21 Report Xmit.
 - **NOTE:** The number inside the dot indicates the number of CARs.
- This will open a tab titled “**CACS-21 Report Xmit**” below.
- Click on the square box with the arrow pointing up and to the right.
- This will open a printer icon. Select the printer drop-down and select print all pages to open a pdf printable form.

NOTE: When you are ready to send the CARs to the vendor, the next step is to release the PENDCA.

C)How to Release Your PENDCA and PENDX Transmittals.

- Click on Release Your PENDCA and PENDX Transmittals under the Transmittals drop-down menu.
- A list of Audit Transmittals waiting to be released will be visible.



- Select the Inline Edit icon  in the far-left column for the appropriate supplier. **NOTE: Only your transmittal will have the inline edit icon available.**
- Select “Y” in the “Process?” field and “N” in the “Hold Processing?” field.

<u>Process?</u>	<u>Hold Processing?</u>
Y	N

- Select “Save all” to release the PENDCA or PENDX.
 - **NOTE: Click “Save all” first and don’t click the X to close.**
 - **NOTE:** You should receive an email with the vendor password within a few minutes.
 - **NOTE:** Only PENDCA and PENDX transmittals can be released by a Level III Auditor or Level IV Evaluator.
 - **NOTE:** The PENDCA or PENDX transmittal should no longer be on the list of unprocessed transmittals. (Viewed in Transmittals > Audit Transmittals)

6. How to Export CACS-21, Cert Package & Usage

A) Navigate to Vendor Pool CARS

- Click on Vendor Pool CARS under the Suppliers drop-down menu.
- Type the allocation number in the search box

B) Export CACS-21

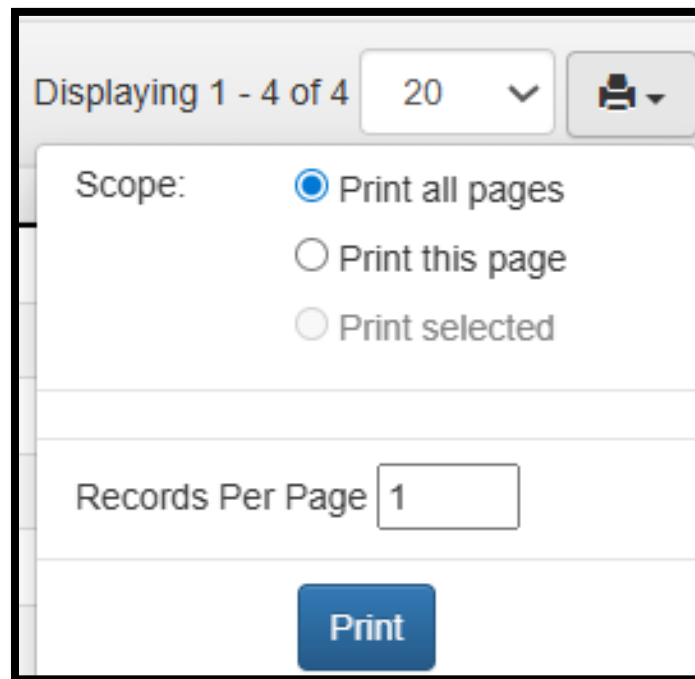
- Click on any of the colored dots to the left of the appropriate supplier.
- This will open several tabs below the vendor. Click on



the tab “CACS-21 Report”.



- Click on the square with the arrow pointing out. This will bring up a print icon.
- Click on the print icon drop-down and select print all pages and then select Print.



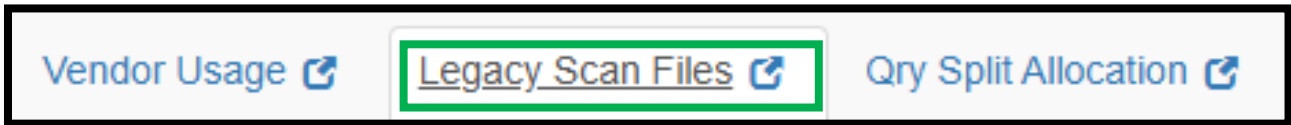
- A pdf view of the CACS-21 will be displayed. Right click your mouse and select either “Save as” or “Print” – Print to Pdf or local printer.
 - This will be saved directly to a file on your computer or can be printed on a local printer.

C)Export Cert Package

- Click on any of the colored dots to the left of the appropriate supplier.



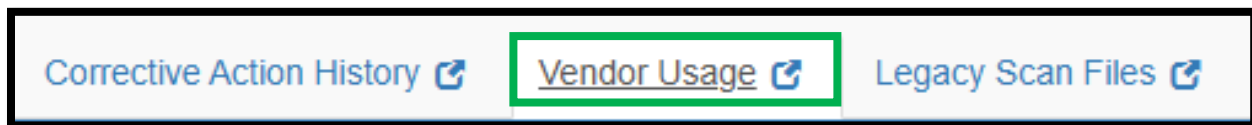
- This will open several tabs below the vendor.
- Click on the tab “Legacy Scan Files”.




- This will open the hyper-linked files. Scroll to the right for file scan date.
- Click on the hyper-link to open the pdf view that can be downloaded or printed.

D)Export Usage Report

- Click on any of the colored dots to the left of the appropriate supplier.
- This will open several tabs below the vendor. Click on the tab “Vendor Usage”.



- The list of members who have identified as users of the supplier will be displayed.
- Click on the square with the arrow pointing out. This will bring up a print icon.
- Click on the print icon drop-down and select print all pages and then select Print.

Displaying 1 - 4 of 4 20 

Scope: Print all pages
 Print this page
 Print selected

Records Per Page

- A pdf view of the Usage List will be displayed. Right click your mouse and select either “Save as” or “Print”.
- This will be saved directly to a file on your computer or can be printed on a local printer.