

NGFT - DocGen Quick Start Guide

Welcome to DocGen

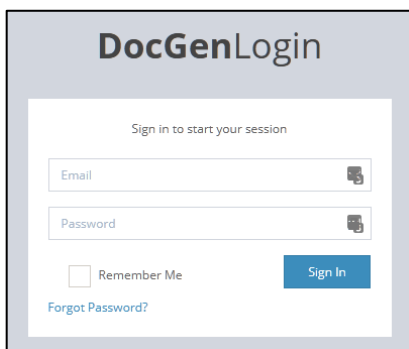
As you plan to access DocGen for the first time, we strongly advise you to follow the recommendations of this quick start guide. It will let you manage your documents (manuals) in a simple and intuitive way.

1 First login

Prior to any login attempt, you need to have received the automated welcome email from the NGFT DocGen, containing your:

- username (=eMail address)
- password

To access DocGen visit: <https://docgen.ngft.com>

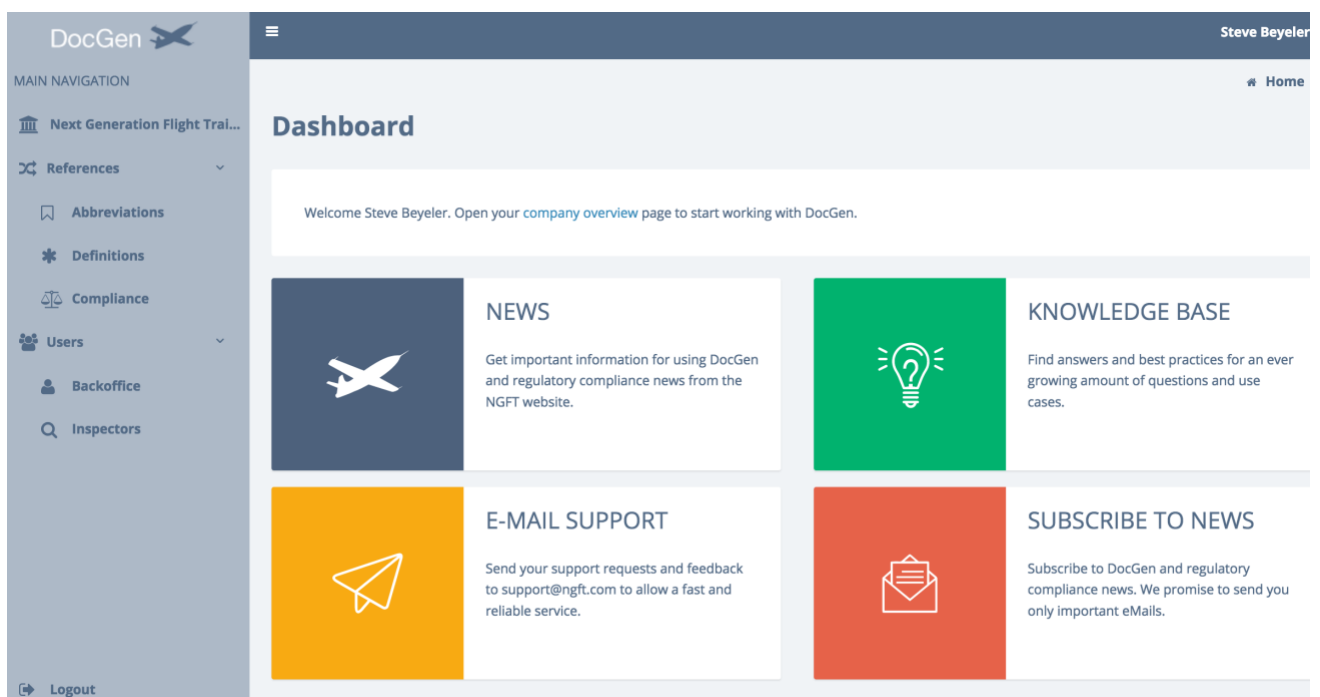


The image shows a login form titled "DocGenLogin". It contains a sign-in prompt, fields for "Email" and "Password", a "Remember Me" checkbox, a "Sign In" button, and a "Forgot Password?" link.

Insert your credentials and hit «Sign In».

If signing in fails, you may use the “Forgot Password?” link to start the password reset process.

After successful login you’ll see the dashboard



The dashboard features a dark blue header with the DocGen logo and user name "Steve Beyeler". A left sidebar lists navigation items: "Next Generation Flight Trai...", "References", "Abbreviations", "Definitions", "Compliance", "Users", "Backoffice", "Inspectors", and "Logout". The main content area is titled "Dashboard" and includes a welcome message for Steve Beyeler. Below the message are four tiles: "NEWS" (with an airplane icon), "KNOWLEDGE BASE" (with a lightbulb icon), "E-MAIL SUPPORT" (with a paper plane icon), and "SUBSCRIBE TO NEWS" (with an envelope icon).

2 Company overview page

Click on your company name (1) to display the overview called “Company details”.

Name	Version	Eff. date	Base	Latest	Status	Compliance	View	Actions
OM-A	1.0	29.03.2021	92	92	draft	compliant	PDF	Send in review
OMM	1.0	29.01.2021	60	60	draft	compliant	PDF	Send in review

Click the large green «Edit» button (2) to edit your company’s master data.

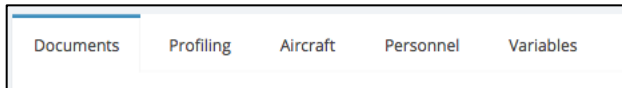
Depending on whether you have already been an NGFT customer or not, you will either find prefilled or empty fields here and in the following areas. Either fill in or check and correct the data where appropriate. We recommend you enter data as completely as possible, because certain values are used when generating documents such as manuals.

You’ll have to scroll to the bottom to save your changes.

Save

3 Company setup Tabs

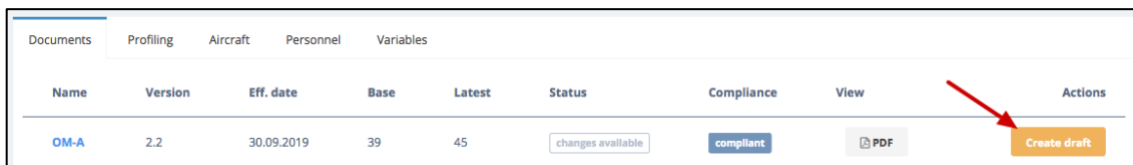
Just below the large «Edit» button (2) you'll see five tabs (3) with your company's assets related to documents and compliance:



3.1 Documents

These are in most cases your company's manuals and the main reason for you to use DocGen.

Logged in to DocGen for the first time, you probably will see your manual(s) showing as follows:



Name	Version	Eff. date	Base	Latest	Status	Compliance	View	Actions
OM-A	2.2	30.09.2019	39	45	changes available	compliant	PDF	Create draft

The document shown above is compliant, but with available changes. It is based on a revision (39) of the master document managed by NGFT. It can now be updated by you to match the latest revision (45) of the corresponding NGFT master document. To do so, you will need to create a new draft version by clicking «Create draft».

Refer to the complete guide for more details on all of DocGen's aspects and functionalities of document compliance management.

3.2 Profiling

Your company's profiles (operations, organisational structures, etc.), which define the scope of your manuals. You may remove or add new profiles from those available and predefined by NGFT. We recommend you to get in touch with NGFT, before you add (or delete) profiles, especially when it is the first time.

3.3 Aircraft

Quite self-explanatory list of aircrafts in your company, which you may add, edit or delete. Just as your profiles do, your aircrafts help define which chapters need to be added to your manuals and documents.

3.4 Personnel

Your company's personnel/staff needs to be declared here. This way, they can appear automatically in the chapters they must be named for your company to be compliant. The extent of personnel to define depends on your company's operational and organizational setup.

3.5 Variables

Variables are widely used for terms occurring frequently in one or many documents. Available variables are shown here and should be defined according to what applies to your company. The values defined are used to replace the variable only when the manual is generated. This means you will only see the values in the PDF preview of your non-draft documents.

4 Support

This Quick Start Guide is not covering the full extent of functionalities. For the manual management and review process please refer to the [FAQ - knowledge base](#)

We're currently working on the user guide to reflect the actual state of DocGen. If you need our personal support, we'll gladly answer your requests.



[FAQ - knowledge base](#)



[support request](#)

Your NGFT DocGen team