


DocGen NGFT - DocGen User Guide

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1 Introduction

With NGFT's Document Generator (DocGen) your Compliance Monitoring Manager (CMM) has an easy and effective tool to manage your company's compliance documents (e.g. operations manuals). DocGen provides the possibility to interact directly with the aviation authorities (approvals) and helps ensure continuous compliance with laws and regulations. We highly recommend following the [Quick Start Guide](#) when accessing DocGen for the first time.

Your company documents type and content correspond to the added profiles. These compliance documents are generated from **master documents** (templates) they're based on and come with prefilled content.

The content of all master documents is monitored and updated correspondingly by NGFT, e.g. when regulatory changes occur. NGFT provides **master documents** that are checked and complying with EASA laws and even approved by authorities where possible, before making them available to you company for use in DocGen.

The structure of the manuals complies with EASA prescriptions, where required, and can't be altered at will in your company-specific versions. You may, however, add own chapters to the structure.

1.1 Custom-tailored manuals

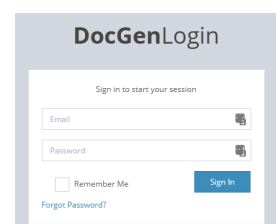
DocGen's use of profiles you can attribute to your company determines the chapters and content needed in your documents. The structure then corresponds to your company's operational activity, your equipment and your organizational characteristics. In the "manual editing" process, each chapter title and content can be individually customized and altered from the standard content.

Using your preconfigured company data (address, personnel etc.) and various variables, DocGen **saves you the time** to track and change repeatedly occurring terms in every affected chapter. Moreover, variables offer a certain extent of individualization of your content, **without losing automatic synchronization** with the master documents. Refer to [3.7 Display and edit document content / chapters](#) for more details.

1.2 Login and access rights

To log in to DocGen with your personal login credentials, NGFT must have created a user linked to the company. Your login credentials are automatically sent to you by email.

NOTE: If you didn't receive your email, please check your SPAM or junk mail folder. Please also add **ngft.com** to the list of trusted senders (whitelist).



The screenshot shows the DocGenLogin interface. At the top, it says "DocGenLogin". Below that, it prompts the user to "Sign in to start your session". There are two input fields: "Email" and "Password". Below the password field, there is a checkbox labeled "Remember Me" and a blue "Sign In" button. At the bottom left, there is a link for "Forgot Password?".

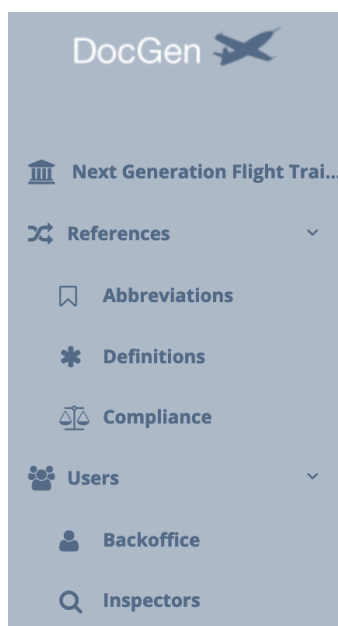
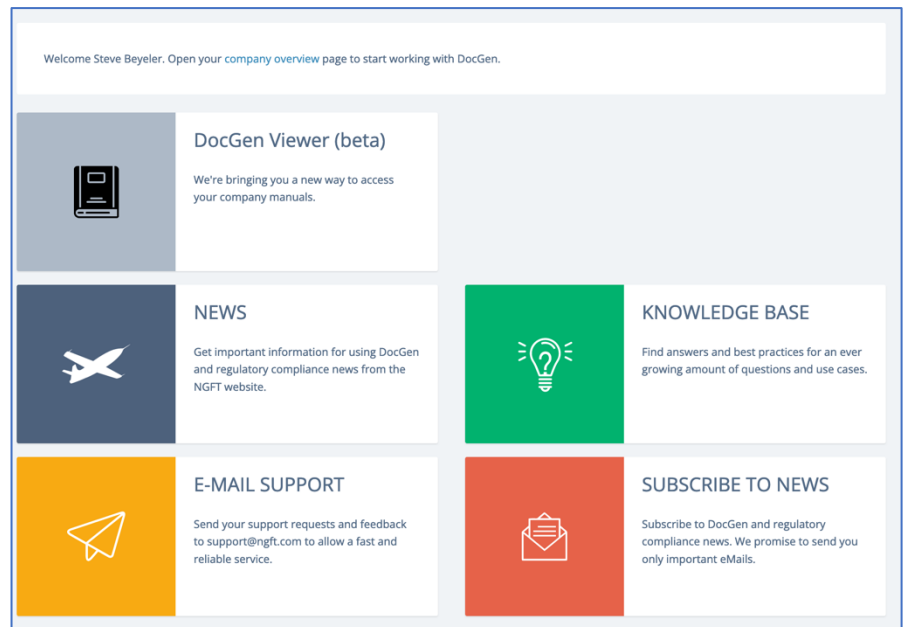
Your access rights depend on the role your user is given. The following company roles exist:

- Company Administrator (can read and edit)
- Company Viewer (can only read)

Should you forget your password, you may reset it using the corresponding **Forgot Password?** link below the login fields. This works only, if the account's correct email address is indicated.

1.3 Dashboard and basic layout

The dashboard shows after login and contains the login success message and some direct links to useful resources and the DocGen Viewer that is available as a beta version.

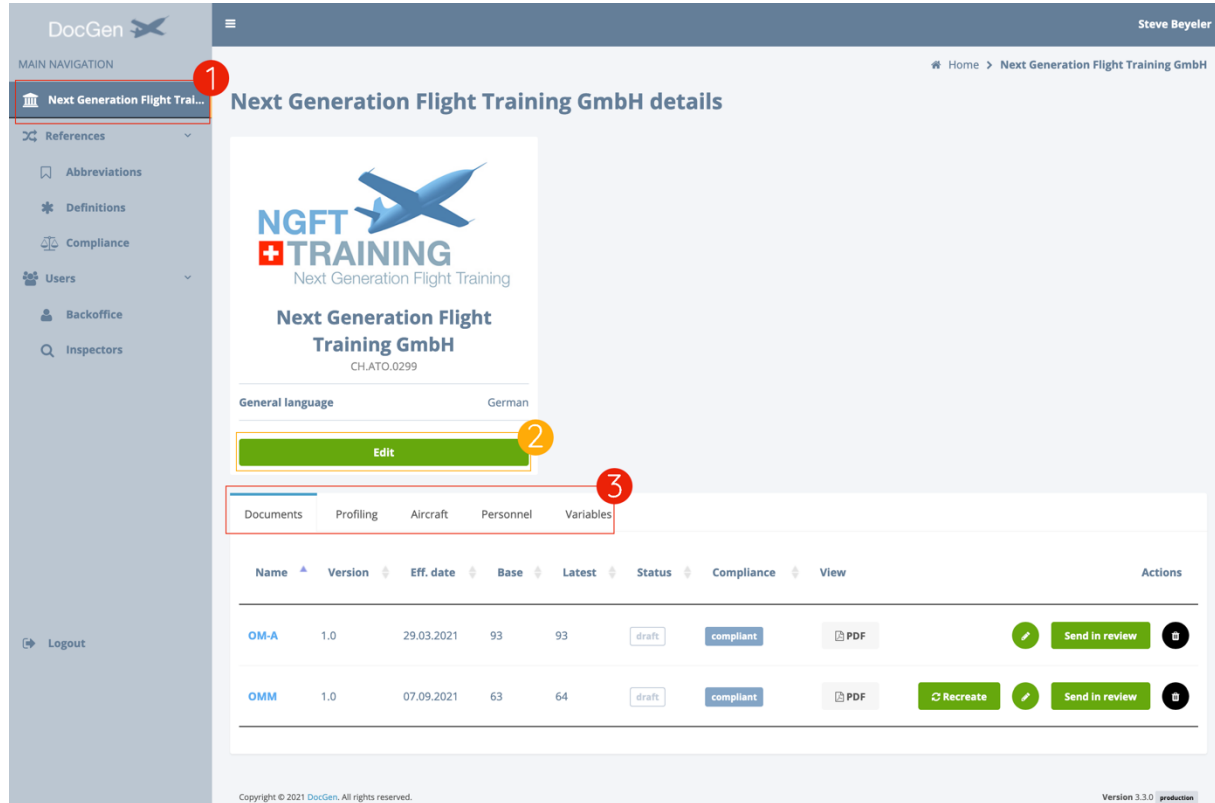


The left sidebar contains links to the various functional DocGen areas. Upon selecting such an area, the corresponding content is loaded and displayed on the right.

2 Overview (Company details)

Your company name (1) in the left sidebar links to your company overview page. To enter and edit your master data, use the wide green «Edit» button (2).

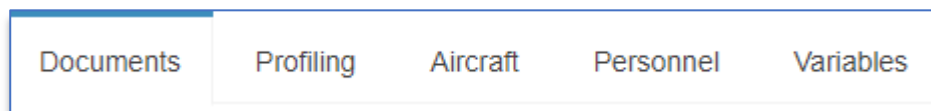
The five tabs just below (3) all contain overviews of respective data and functionalities.



The screenshot shows the 'Next Generation Flight Training GmbH details' page. The sidebar on the left contains a navigation menu with items like 'References', 'Abbreviations', 'Definitions', 'Compliance', 'Users', 'Backoffice', and 'Inspectors'. The main content area displays the company logo and name, followed by a green 'Edit' button. Below this are five tabs: 'Documents', 'Profiling', 'Aircraft', 'Personnel', and 'Variables'. A table below the tabs lists documents with columns for Name, Version, Eff. date, Base, Latest, Status, Compliance, View, and Actions.

Name	Version	Eff. date	Base	Latest	Status	Compliance	View	Actions
OM-A	1.0	29.03.2021	93	93	draft	compliant	PDF	Send in review
OMM	1.0	07.09.2021	63	64	draft	compliant	PDF	Recreate Send in review

2.1 Five main tabs



«Documents»

All currently added company documents with information related to their editing and compliance status are shown here. This is the control hub for all your documents. See chapter [Documents \(manuals\)](#).

«Profiling»

List of your company's added profiles (operations, organizational structures, etc.), which help define the scope of your manuals.

NOTE: By adding or removing profiles, all draft documents with presets of chapters related to the profile are being recreated automatically based on the latest master document revision..

«Aircraft»

List of all aircraft used in your company. You can add the aircraft one by one clicking "Add new" at the bottom right of the list. Currently the aircraft are not used in the documents.

«Personnel»

Your company's responsible personnel regarding compliance and needed to be designed in manuals. The list is editable using the «Edit» button. **IMPORTANT:** Make sure this information is up to date at all times. The Accountable Manager's (ACM) signature can be uploaded as a picture, in order to have it automatically added to the manuals where needed. «Upload» file types are .PNG or .JPG

«Variables»

Variables are used for terms occurring repeatedly throughout documents. You may change the values of these with your own, after NGFT has made them editable to you.

3 Documents (manuals)

The **Status** and **Compliance** properties indicate the document's position in the revision process and the level of compliance compared to the actual applicable laws and regulations.

3.1 Up to date and legally compliant

id	Base	Latest	Status	Compliance	View	Actions
020	42	42	current	compliant	PDF	Create draft

Manual corresponds to the latest NGFT-master document («current») and is compliant («compliant»). However, you may still create a draft **Create draft**, e.g. when conducting an internal revision.

3.2 Outdated, but still compliant

id	Base	Latest	Status	Compliance	View	Actions
020	42	45	changes available	compliant	PDF	Create draft

Manual is based on the NGFT master document with revision no. 42 («Base») and thus is **not** corresponding to the newest available NGFT master document with revision no. 45 («Latest»). Despite the available changes, the document is legally compliant, because on this date the changes are **not yet** legally applicable.

A new draft can be created based on the same revision of the NGFT master or based on any newer revision available (higher number).

3.3 Outdated and not compliant

id	Base	Latest	Status	Compliance	View	Actions
020	42	45	changes available	not compliant	PDF	Create draft

Same situation as in 3.2, but with the difference that there are changes available legally

binding as of the current date. This renders the document legally non-compliant. A new draft needs to be created, and the changes need to be implemented.

3.4 Draft

Doc ID	Base	Latest	Status	Compliance	View	Actions
020	42	42	draft	not_compliant	PDF	

Here, a new draft based on the latest NGFT master document has been created and is ready for manual editing. Only when all available changes have been implemented, will the document become compliant again. Refer to [View and edit document content / chapters](#)

WARNING: Don't use the black «delete» button, unless you intend to completely delete the corresponding manual from your list. Manuals that have been deleted by error can be restored only by NGFT admins. They will, however, still include all custom content and show the complete document history.

3.5 Recreate draft

Doc ID	Base	Latest	Status	Compliance	View	Actions
020	42	45	draft	not_compliant	PDF	

If since the moment you created a draft version of a document, a new NGFT master document has been made available, you may use the “Recreate” button to update your draft document. It will then be based on the latest NGFT master again.

3.6 Document details

By clicking on the document title, the document detail page opens with detailed document and links to the current document’s PDF version and the DIFF document. The DIFF shows all differences between the current version and the latest approved version. If your document is in draft state, you’ll see the orange “Manual Edit” button, which opens the editing mode of the document.

OM-A

Version 1.1 draft

Based on OM-A revision 93

Master author: Steve Beyeler

Created: 22.02.2022 10:15

Updated: 22.02.2022 10:15

Effective date: 22.02.2022

PDF

DIFF

Manual Edit

Back to company

History
Revisions

Date	Version	Revision	Status	User	Comment
22.02.2022	1.1	93	draft	Steve Beyeler	
17.11.2021	1.0	93	approved	Steve Beyeler	
17.11.2021	1.0	93	sent to review	Steve Beyeler	Review to get manual in DocViewer
24.06.2021	1.0	93	draft	Steve Beyeler	Recreate
26.04.2021	1.0	92	draft	Steve Beyeler	Rejected: rejected for testing
26.04.2021	1.0	92	sent to review	Steve Beyeler	test review
29.03.2021	1.0	92	draft	Steve Beyeler	

The right part consists of 2 tabs:

- «History»: trace the development steps of the document, especially regarding changes of status and potential automatic recreation of the document.
- «Revisions»: Chronological list of the document revisions generated by the review process.
 PDF = corresponding version in PDF format
 DIFF (= PDF with the differences between the corresponding version and the preceding version).

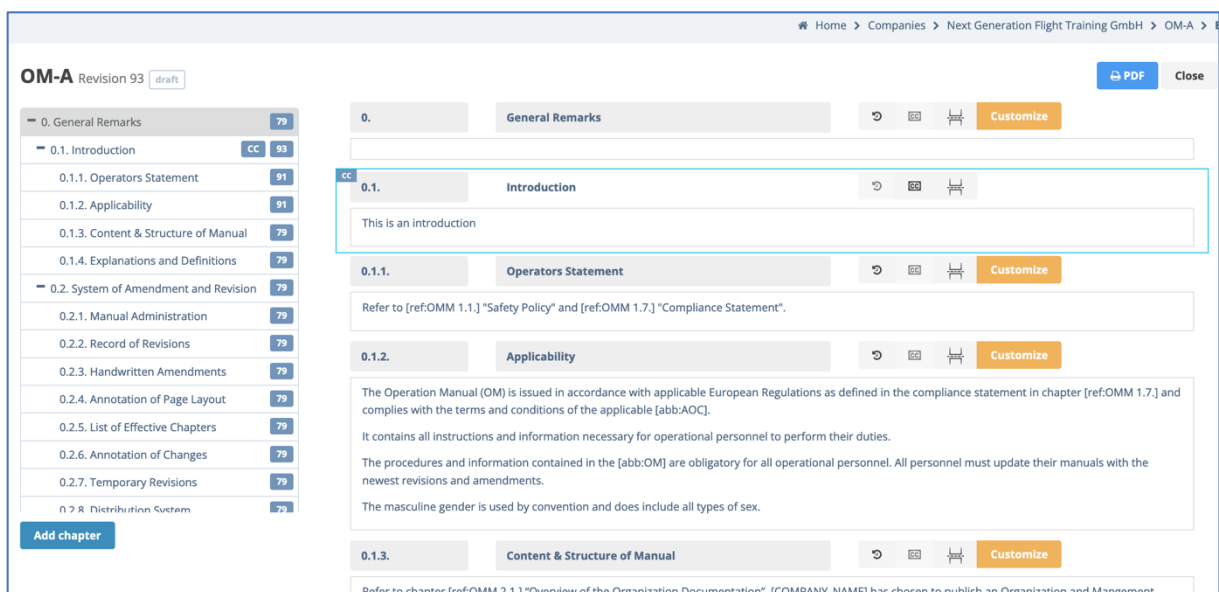
Only accepted and – if existing – the current draft are listed here.

History		Revisions		
Title	Version	Revision	Status	View
OM-A	1.1	93	draft	PDF DIFF
OM-A	1.0	93	accepted	PDF

3.7 View and edit document content / chapters

Before sending a document into review and start the approval process, you will want and/or have to verify changes and customize content individually, where required.

«Manual Edit»: enter the edit mode of the document.



The screenshot shows the document editor interface. On the left is a sidebar with a document structure navigation tree. The main area displays the content of the selected chapter, with a 'Customize' button for each section.

Document Structure (Left Sidebar):

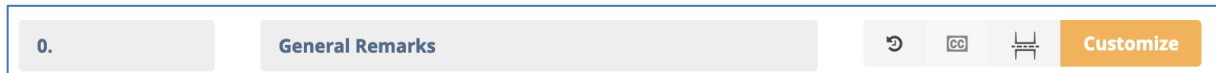
- 0. General Remarks (79)
- 0.1. Introduction (CC 93)
 - 0.1.1. Operators Statement (91)
 - 0.1.2. Applicability (91)
 - 0.1.3. Content & Structure of Manual (79)
 - 0.1.4. Explanations and Definitions (79)
- 0.2. System of Amendment and Revision (79)
 - 0.2.1. Manual Administration (79)
 - 0.2.2. Record of Revisions (79)
 - 0.2.3. Handwritten Amendments (79)
 - 0.2.4. Annotation of Page Layout (79)
 - 0.2.5. List of Effective Chapters (79)
 - 0.2.6. Annotation of Changes (79)
 - 0.2.7. Temporary Revisions (79)
 - 0.2.8. Distribution System (79)

Main Editing Area (Right):

- 0. General Remarks**: Customize
- 0.1. Introduction**: This is an introduction
- 0.1.1. Operators Statement**: Refer to [ref:OMM 1.1.] "Safety Policy" and [ref:OMM 1.7.] "Compliance Statement". Customize
- 0.1.2. Applicability**: The Operation Manual (OM) is issued in accordance with applicable European Regulations as defined in the compliance statement in chapter [ref:OMM 1.7.] and complies with the terms and conditions of the applicable [abb:AOC]. It contains all instructions and information necessary for operational personnel to perform their duties. The procedures and information contained in the [abb:OM] are obligatory for all operational personnel. All personnel must update their manuals with the newest revisions and amendments. The masculine gender is used by convention and does include all types of sex. Customize
- 0.1.3. Content & Structure of Manual**: Refer to chapter [ref:OMM 2.1.] "Overview of the Organization Documentation". [COMPANY_NAME] has chosen to publish an Organization and Management


The left sidebar is your document structure navigation (only down to the 3rd level of numeration). The chapters, their content and linked functions are loaded into the right area.






Every chapter shows chapter number, title and available functions above the content. The functions are:


Chapter history (DIFF)

 Click opens a comparing view of the current content in relation with the preceding version (currently only works for default chapters, not for custom chapters).


Custom chapter status

 Inactive if chapter reflects linked default chapter content from NGFT master.

 Active for customized chapters. Click shows default chapter content from most recent NGFT master for comparison.

 Red and active for customized chapters that could benefit from default content, in the same or more recent revisions of the NGFT master. Click shows default chapter content from most recent NGFT master for comparison.

Page break before chapter in PDF

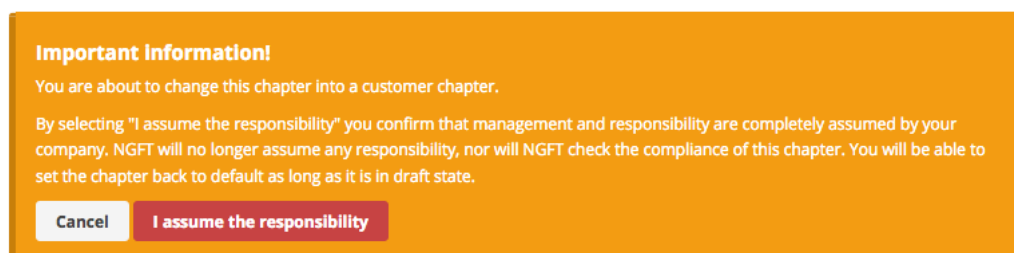
 Page break inactive. Click adds a page break before this chapter in the generated PDF of the document.

 Page break is active. Click removes the page break again.

Note: In the PDF, main chapters (e.g. 1.) automatically follow after a page break.

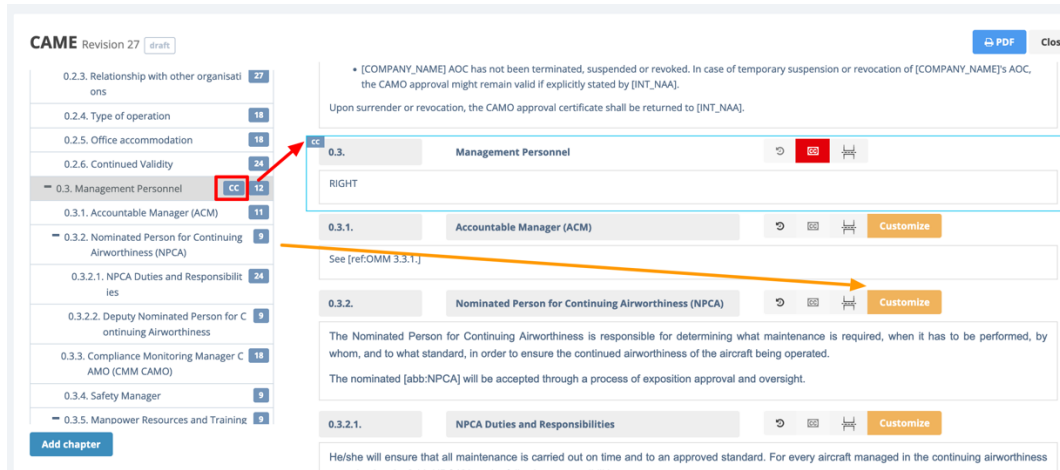
Chapter customization

To customize any default chapter, use the orange «Customize» button above the corresponding chapter. The following warning will appear:



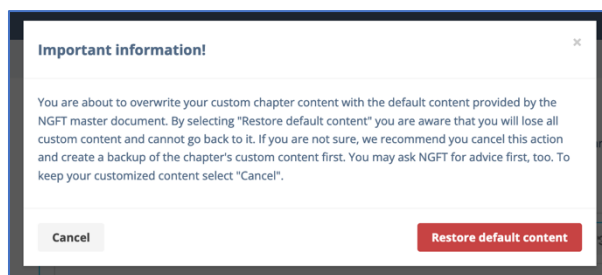
NOTE: you are assuming the responsibility for the customized chapter in terms of:

- Management and responsibility to uphold compliance and all necessary modifications are within your company's duty starting from that very moment.
- Changes stemming from new NGFT master document revisions are not being integrated automatically into your chapters and have to be included manually by you. The red CC symbol shows the existence of available default content of the same or newer NGFT master revision numbers.



Customer chapters already existing and that have already been customized are recognizable «CC» symbol in the chapter navigation and in the top left corner if the blue frame around the custom chapter. The “CC” symbol in the chapter functions is either bold or red for customer chapters. To edit the chapter title or content, simply click inside the element. The background turns blueish when hovering over it with the cursor.

When editing a customer chapter, an orange “Restore default” button appears where the “Customize” button used to be, before turning it into a CC. This is, only if the chapter used to be linked to an NGFT master chapter.

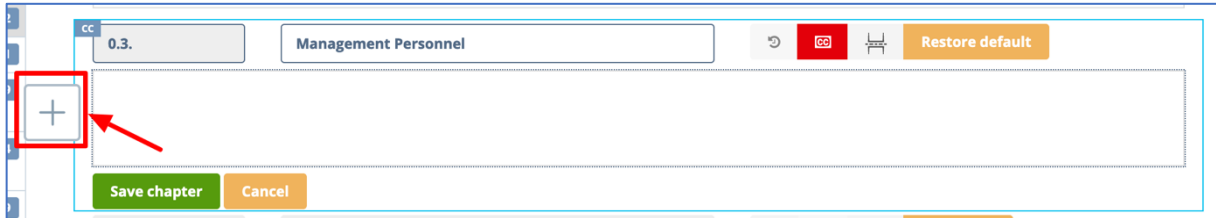


If you click on “Restore default”, a warning appears for you to understand, that you will lose all custom content, if you decide to go back to the default chapter content.

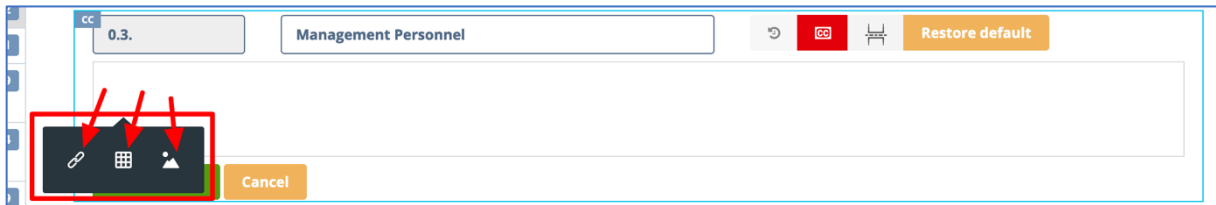
Your individual content will be overwritten with the content from the corresponding NGFT master document chapter.

Images, tables and references (variables, abbreviations, cross-references etc.)

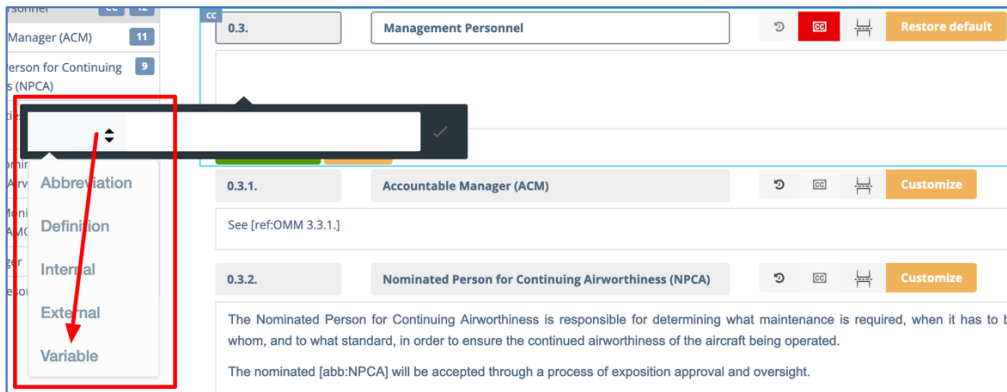
If you want to add images, tables or references to your content, the chapter must be customizable (CC). Place the cursor at the desired location and use the “+” symbol on the left of the chapter content area.



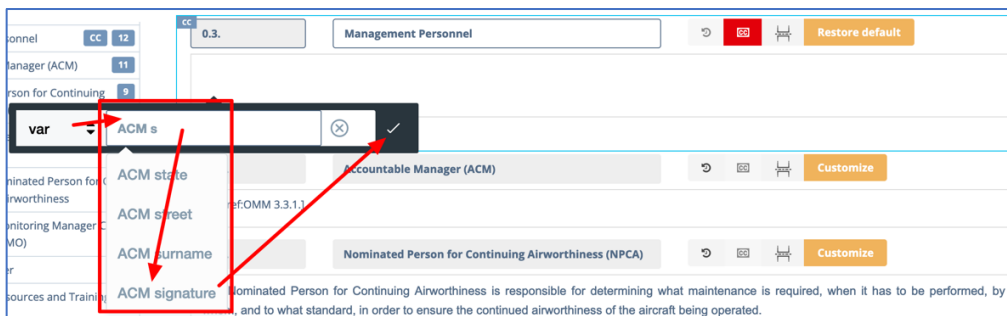
While images and tables are quite self-explanatory and appear as such in your content, variables, definitions and abbreviations, as well as cross-references are all shown as in square brackets like [COMPANY_LANGUAGE] or [see:OMM 1.2.] in your editable draft documents. This is needed for you to be able to edit, add or delete those elements.



The chain link symbol stands for “references” and allows you to add existing variables, abbreviations, definitions and cross-references by choosing them



Once you selected the type of reference to add, e.g. type the chapter name or the first letters of the variable to add and select it from the suggestions and confirm.

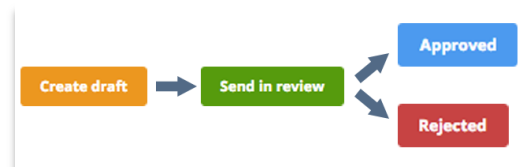


This ensures the correct syntax for the references to work.
The final values for the references are only added when generating the PDF versions of your documents.

3.8 Revision and approval process

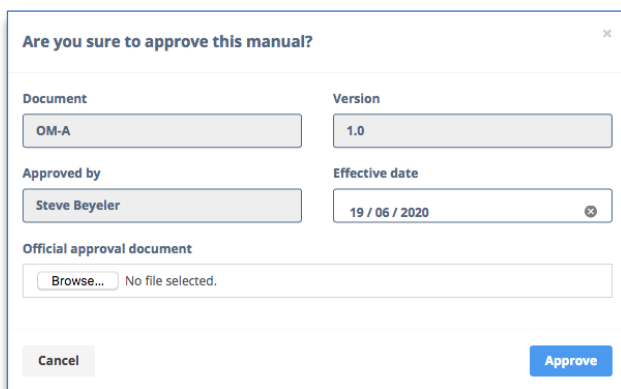
A new manual version is being created in most cases because:

- EASA law demands it and so NGFT has made a new master document revision available.
- You decide to conduct an internal revision of the manual.



The process is the same for any review you do:

1. New versions always start as a new draft and thus get the `draft` status. The draft PDF version have a “DRAFT” watermark on every page.
2. If a document is sent into review `Send in review`, the status changes to `in review`. The draft version that used to be editable is being locked and a PDF with a “In Review” watermark is generated. You may send this PDF to the responsible person with the aviation authorities. Inspectors with a DocGen login can be sent the direct link to the document by copying the link under `🔗`.



Documents in review may either be `Rejected` with a comment or `Approved` indicating the effective date and adding an optional official approval document.

Rejected documents go back to `draft` status and the exact state they were in, when they have been sent in review.

Note: For companies based in Switzerland, an approved document enters a 10-day grace period. During this

time it may still be “rejected” by the company CMM using `Late rejection (10 d)`, e.g. in case of a late finding, and no new draft version can be created during.

After completion of the process, a new draft can be created from the existing document.

NOTE: Please be aware that the manual content management is not covered in full here yet.

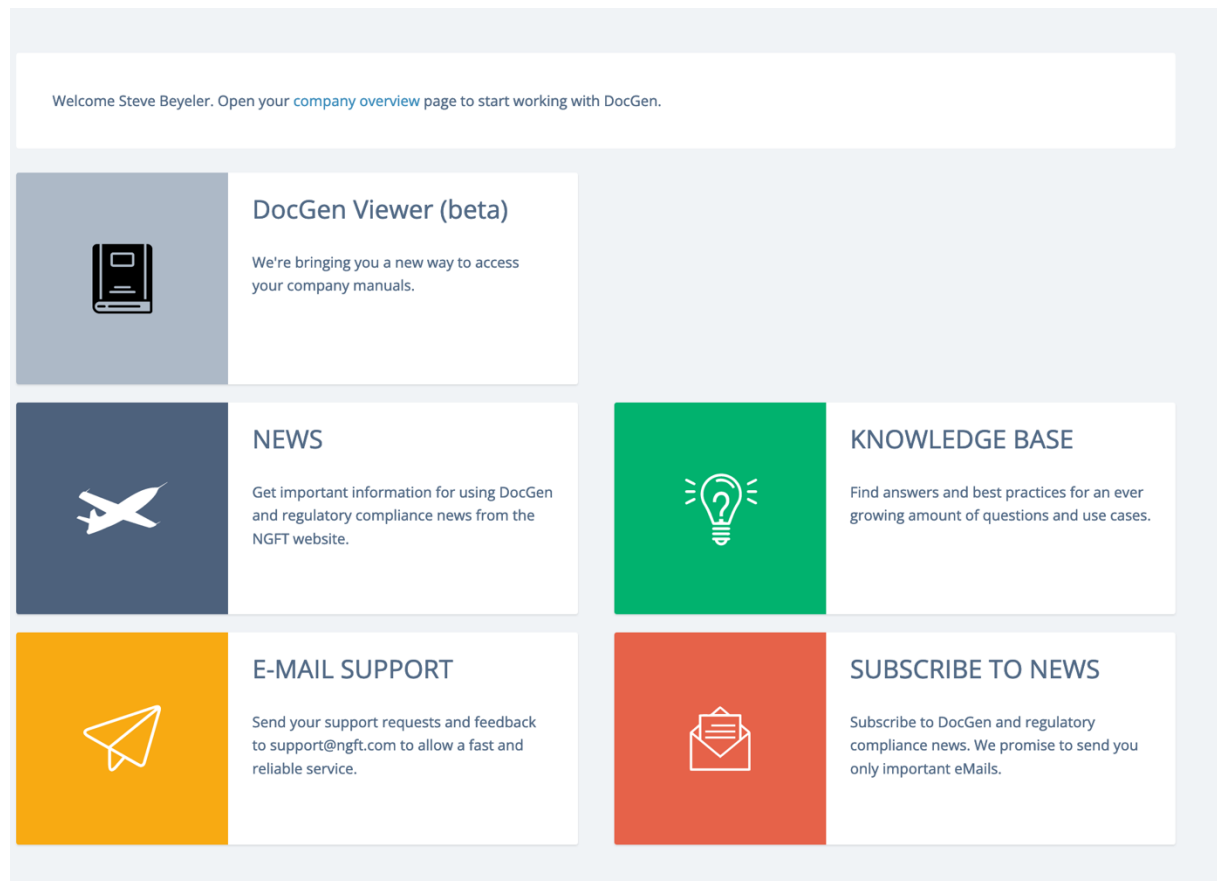
Please get in touch with NGFT for a personal introduction to this subject. Every new version of this user guide will cover the subject in more detail. Please consider the complementary resources describes in chapter [Support and Help](#).

4 Support and Help






Frequent questions and **support topics** are to be found in the NGFT [Knowledge Base](#).

Send an **email** to support@ngft.com, to have ticket created in our system, allowing yourselves and us to track the progress of your request.

Direct links to the various DocGen resources are to be found on the dashboard just after login in to DocGen.



Welcome Steve Beyeler. Open your [company overview](#) page to start working with DocGen.

	<h3>DocGen Viewer (beta)</h3> <p>We're bringing you a new way to access your company manuals.</p>		
	<h3>NEWS</h3> <p>Get important information for using DocGen and regulatory compliance news from the NGFT website.</p>		<h3>KNOWLEDGE BASE</h3> <p>Find answers and best practices for an ever growing amount of questions and use cases.</p>
	<h3>E-MAIL SUPPORT</h3> <p>Send your support requests and feedback to support@ngft.com to allow a fast and reliable service.</p>		<h3>SUBSCRIBE TO NEWS</h3> <p>Subscribe to DocGen and regulatory compliance news. We promise to send you only important eMails.</p>