

# Tip of the Month

## Reuse Profiles

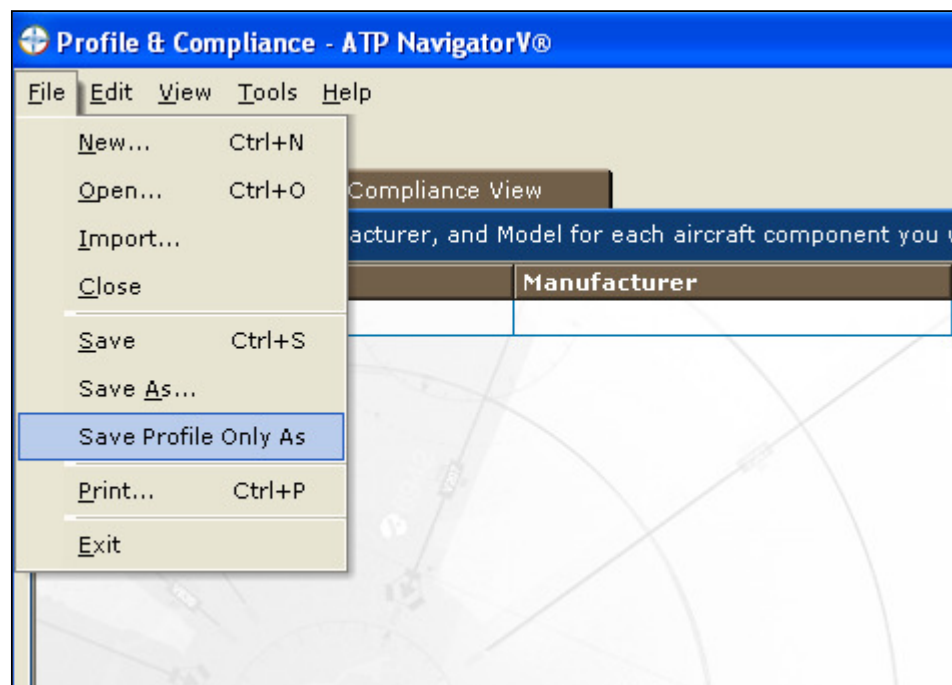
### Overview

Profile & Compliance in NavigatorV® offers the convenience of automatically finding technical publications that apply to you. These pubs can then be tracked for maintenance compliance over a period of time, generating a history. NavigatorV® now offers the opportunity to reuse the profile for restarting the maintenance tracking.

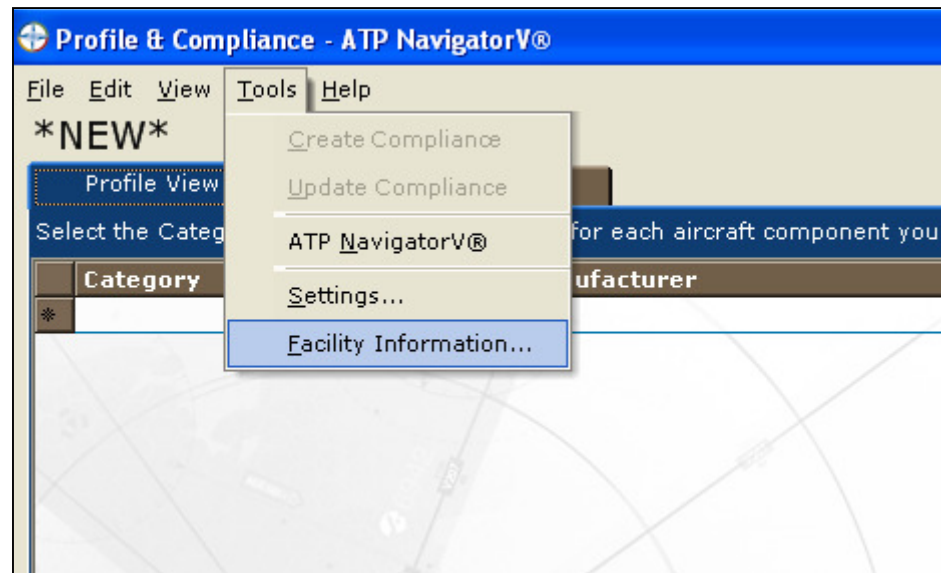
With this feature, you are effectively saving a copy of the profile without any associated document tracking history. In other words, wiping the slate clean. Reuse existing profiles for annuals, as a template for similar aircraft, or anytime there's a need to start maintenance tracking for your documents.

### How to Reuse an Existing Profile

- 1. Open an existing profile by clicking 'Profile & Compliance' on the Welcome tab. The 'File' in the top menu bar and select 'Open'. This will open a window for you to choose a profile. Select one and then click 'Open'.**
- 2. With an open profile, click 'File' again and select 'Save Profile Only As' (see image below).**



3. A window will open with a file name already incremented in the File name list. You choose to accept this name or choose one of your own. After you've selected a name 'Save'.
4. You now have a profile with no attached history. Modify as necessary any components associated detail information, especially if you are using this profile as a template for aircraft.
5. Check the Facility Information for Compliance Sign-Off details if you have been using the auto-fill feature for new Compliance records. This will impact the new records that will be created with the first search. Check this by clicking 'Tools' and then 'Facility Information...' (see image below.)



6. Once you have made all of your changes to the profile and Facility Information, run a document search by clicking the 'Update Compliance View' button in the bottom right corner. Then simply click the 'Compliance View' tab near the top.

That's it and you have a new profile.

We hope that you enjoy the convenience of this feature.

#### Customer Care

support@atp.com | US & Canada 800.227.4610 | International +01.415.330.9500 | www.atp.com