

*A Fresh Look at the AD Toolbox!*



**The A.D. Toolbox™  
ONLINE**



*is a*

**Cloud-based AD Compliance Library**

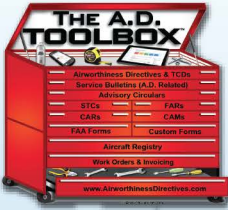
*for IAs, A&Ps, Technicians, Owners & Operators, Repair Stations,  
Maintenance Schools, and General Aviation Enthusiasts*

# **Quick Start: Creating an AD Report**

Get to KNOW the AD Toolbox! Visit:

**[www.AirworthinessDirectives.com](http://www.AirworthinessDirectives.com)**

## WELCOME!



# Hello and Welcome to The A.D. Toolbox ONLINE

*for IAs, A&Ps, Technicians, Owners & Operators, Repair Stations,  
Maintenance Schools, and GA Enthusiaists*

Today, we invite you to explore just a small part of the program with us,  
mainly: **How to Create an AD Report.**



There are many other functions of the program, but in this booklet, we  
are mostly focused on the AD Reports.



**In order to explore the program,  
you will need to either:**

- a. **Sign-Up** for a *10-Day FREE Trial*, or
- b. **Login** to your existing account

**Go here:**

  <https://www.airworthinessdirectives.com>   

**Flip through the pages ahead, to see step-by-step instructions.**

## **How to LOGIN:**

*\*IF you already have an existing ONLINE account:*

This means you have **ALREADY** signed up for a FREE Trial within the last 10 days,

OR

Purchased an ONLINE Subscription



Either way, you will have received a password via email.

The initial password is system-generated, is six characters long, and is **case-sensitive**.

An example of the password is: 20ADF7

This means the zero (0) is NOT the letter "O" and the A, D and F all have to be capital.

For example: 2oadf7 will not work.

*\* You MUST use the email that you signed up or purchased with.*

Email here: →

Password here: →

tom@toolboxaviation.com

Password

.....

Log In

Don't have a Account?  
Reset your password

Upon Logging In, the Member Dashboard will appear...

# **MEMBER DASHBOARD (or "Home" page):**

Q. What is the Member Dashboard?

A. It's a Quick-Access Area to ALL Features & Functions:

Left Panel

What's New

Billing History, Settings & Logout

Facebook & Help Blog

Subscription Info & Profile

Updates

Contact Us

Your Documents

The screenshot shows the Member Dashboard interface. On the left is a vertical navigation menu (Left Panel) with links like 'Dashboard', 'AD Reports', 'Forms', 'My Customers', 'My Work Orders', 'My Invoices', 'My Parts', 'Admin', 'AD & TCO Search', 'Account Registry', 'STC', 'FAQs', 'Advisory Counselor', 'Contact Us', and 'Help'. The main area is titled 'MEMBER DASHBOARD' and features a 'What's New' section with four colored boxes: 'New ADs' (6), 'New STCs' (1), 'New TCOs' (12), and 'New Parts' (2). Below this are two large tables: 'My AD Compliance Reports' and 'My Forms'. The 'My AD Compliance Reports' table has columns for Date, Make/Model, Total, and Serial#, with data rows for various vehicles. The 'My Forms' table has columns for Date, Form, Make/Model, and Description, with data rows for various forms. On the right side, there are several panels: 'Billing History, Settings & Logout' (top right), 'Facebook & Help Blog' (middle right), 'Subscription Info & Profile' (bottom right), 'Updates' (bottom right), and 'Contact Us' (bottom right). Arrows point from the text labels to the corresponding parts of the dashboard.

- The **Left Panel** provides access to Tools & Data (such as: ADs, STCs, etc).
- The **Notification** Panels display What's New in the last 30 days, and how many days are left in your Subscription.
- The upper right hand corner are **Billing History, Settings and Logout**.
- To the right is your **Profile** access to make account changes, Updates, and a **Contact Us** Form.
- The larger center panels show your most recent **Reports, Forms, Work Orders and Invoices**.



# The Left Panel gives you access to:

Click each section of the Left Panel to expand the options.

*Opens a New Screen:*

## Left Panel

*Expands Drop Down:*

**MY CUSTOMERS**

11 Records showing

Name	Company	Address	Details
Berry Testbird	Test Widge Aviation	1556 Aviation Way, Chicago IL 60606, IL 10000	

Showing 1 to 1 of 1 entries

**MY WORK ORDERS**

11 Records showing

WO #	Date	Release	Customer	Account	Description	Due
1001	2017-01-01	Complete	John Smith	1000000000	Annual Inspection Complete	Due

Showing 1 to 1 of 1 entries

**MY INVOICES**

New Invoice

Invoice Total: \$100.00

Status Filter: All

Inv. No.	Date	Release	Customer	Account	Invoice Amount	Due
1001	2017-01-01	Open	Berry Testbird Test Widge Aviation	Customer 200 Complete	\$100.00	10000

Showing 1 to 1 of 1 entries

**SUPPLEMENTAL TYPE CERTIFICATES (STCs)**

Current Number of STCs: 10000

STC Search

Holder: [Text Box]

Description: [Text Box]

Request: [Text Box]

TCO: [Text Box]

Manufacturer: [Text Box]

Model: [Text Box]

Search

**CIVIL AVIATION REGULATIONS, MANUALS AND BULLETINS**

11 Records showing

Section	Type	Title
1-0	Bulletin	Aircraft Certified Under Bulletin No.

**Zook Aviation Help Blog**

The "Zook" Blog About Zook Aviation Contact Us Subscribe or Renew Quick Start Guide

*A Fresh Look at the AD Toolbox!*

**The A.D. Toolbox ONLINE**

*A Cloud-based AD Compliance Library for AIs, ABPs, Mechanics and Technicians*

**Quick Start Guide**

Before creating an AD Report for the first time, please read this Guidebook for some quick tips on navigating the program.

Click the link below to open and view the "Creating an AD Report" Guidebook.

**THE AD TOOLBOX**

Dashboard

AD Reports

Forms

My Customers

My Work Orders

My Invoices

AD & TCD Search

Service Documents

Aircraft Registry

STCs

FARs

Advisory Circulars

CARs/CAMs

Help

AD Reports

- My Cloud Reports
- Create New AD Report
- Custom MOCs

Forms

- My Cloud Forms
- Create New Cloud Form
- IA Activity Report
- FAA/Custom Forms

AD & TCD Search

- Single AD Search
- Airframe AD & TCD
- Engine AD & TCD
- Propeller AD & TCD
- Appliance AD
- TCDS

Service Documents

- Search By Manu/Doc#
- Search by Aircraft
- Search by AD

Aircraft Registry

- Search By N# or S/N
- Search by Airframe
- Search by Owner

Advisory Circulars

- Advisory Circulars
- Maintenance Alerts

FARs

- Search By Part
- Search by Keyword

# Creating a New Report

## *Step-by-Step Instructions on how to make an AD Report:*

1) Choose an Airframe, via the left blue links:

Click **AD & TCD Search...** then ... click **Airframe AD & TCD**

or Click on the Blue **+ New Report** button (*this is the easiest way!*)

The screenshot shows the 'MEMBER DASHBOARD' interface. On the left sidebar, under 'THE AD TOOLBOX', the 'AD Reports' link is highlighted with a red box and an arrow. Below it, 'Create New AD Report' is also highlighted with a red box and an arrow. In the main content area, the 'My AD Compliance Reports' section contains a table with columns: Date, Make/Model, Tail#, and Serial#. A red box highlights the '+ New Report' button in the top right corner of this section. The table shows two entries: one from 06/18/2019 for 'McCauley D3A3+C(4-) Series' and another from 04/25/2019 for 'Cessna 172'.

2) We recommend just typing the **Model** loosely and skipping the Manufacturer: For example if you type "**pa28**" with no dashes, then click **Search**, you'll see how easy it is to find them:

The screenshot shows the 'AIRFRAME SEARCH & AD COMPLIANCE REPORTS' form. It has a search bar at the top. Below it, there are input fields for 'Manufacturer (Optional)' and 'Model'. The 'Model' field is highlighted with a red box and an arrow, and it contains the text 'pa28'. There is a 'Search' button below the 'Model' field.


## Locate the Exact Model:

3) Scroll down the list to find your **exact** model:



Piper	PA-28-160
Piper	PA-28-161
Piper	PA-28-180
Piper	PA-28-181

Another way to search is to type “**archer**” into the model field:




Q Search

Manufacturer (Optional)  
Manufacturer(Optional)...

**Model**  
archer

Search

And find your **exact** model:

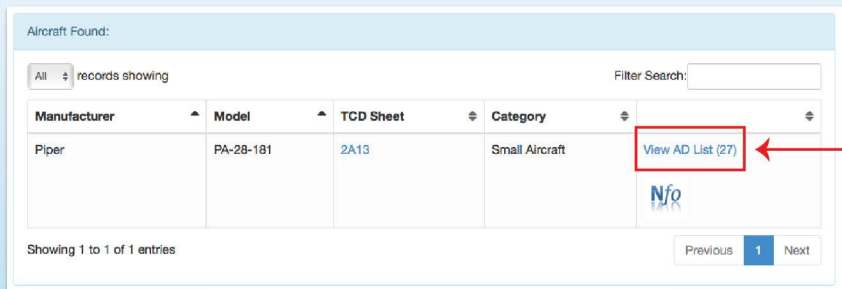


Aircraft Found:	
All	records showing
Manufacturer	Model
Piper	PA-28-180
Piper	PA-28-181

Showing 1 to 2 of 2 entries

## View the AD List & Refine by Serial Number:

4) Click on “**View AD List**”:



Aircraft Found:

All records showing Filter Search:

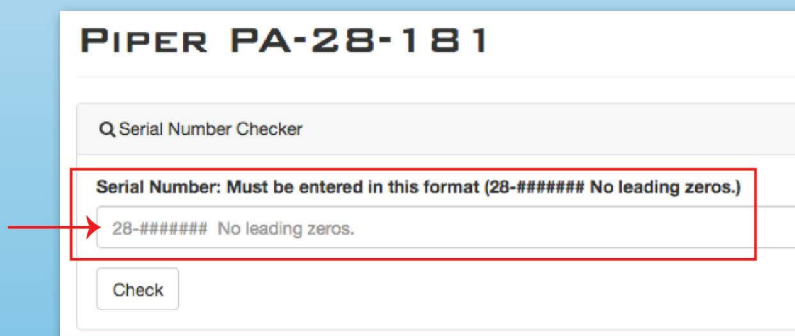
Manufacturer	Model	TCD Sheet	Category	
Piper	PA-28-181	2A13	Small Aircraft	<a href="#">View AD List (27)</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

(5) The list of ADs appears. This is where you can enter a Serial Number, which will greatly help you determine whether or not an AD is applicable by serial number.

Be sure to follow the instructions, and enter the serial number example exactly as show in the search field.



**PIPER PA-28-181**

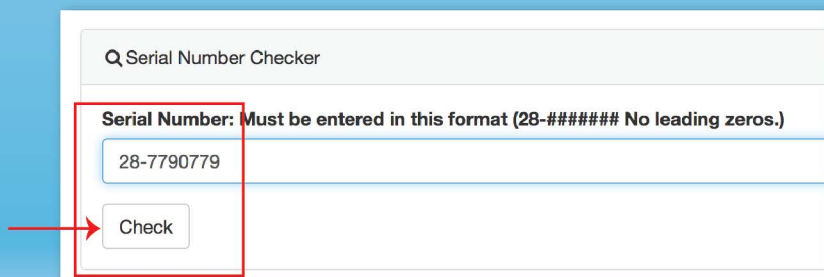
Q Serial Number Checker

Serial Number: Must be entered in this format (28-##### No leading zeros.)

28-##### No leading zeros.

Check

Type in the Serial Number and click the **Check** button:



Q Serial Number Checker

Serial Number: Must be entered in this format (28-##### No leading zeros.)

28-7790779

Check



## Create the Report:

6) A list of applicable ADs will appear.

You'll notice a new column appears on the left, called "**S/N Match**" which is very helpful:

- Yes**, the AD applies by serial number, or
- No** it does not apply by serial number, and in some cases it is applicable to:
- All** aircraft of that model.

**PIPER PA-28-181**

Q Serial Number Checker

Serial Number: Must be entered in this format (28-#### or 28-##### (28- plus 5 or 7 numbers) No leading zeros.)

28-7790779

Check

Current # of ADs: 27

Create Report Print AD List

S/N Match	AD #	Subject	Amdt #	Effective Date	Recurring
No	62-19-03	Propeller Attachment Bolts	478	08/28/62	
No	64-06-06	Control Wheel Assembly	696	04/06/64	Yes
All	67-20-04	Main Landing Gear Link	39-456	09/27/67	
No	67-26-02	Fuel Selector Valve	39-603	05/22/68	
	72-04-03	Superseded By 76-25-06			
	76-25-06	Superseded By 95-26-13			
No	77-01-01	Erroneous Fuel Quantity Gauge	39-2796	01/07/77	
No	77-23-03	Engine Control Rod End Bearings	39-3071	11/14/77	
No	79-13-03	Fire Hazard Prevention	39-3485	08/08/79	Yes*

7) Now click on the **Create Report** button:

Current # of ADs: 27

Create Report Print AD List

S/N Match	AD #	Subject	Amdt #	Effective Date	Recurring
No	62-19-03	Propeller Attachment Bolts	478	08/28/62	
No	64-06-06	Control Wheel Assembly	696	04/06/64	Yes

# Edit Heading, Add AD Notes:


- 8) This takes you to the AD Report screen, where you can **edit the heading** information, and fill in all the details for each AD Record, such as **Method of Compliance** and **Date/Hours** information:

### AD COMPLIANCE REPORT PREPARATION

The AD Toolbox online airworthiness directives library is intended to be used as a guide only and should not be relied upon as conclusive evidence of AD applicability. Aircraft operators, inspectors, and persons performing maintenance are reminded that it is their responsibility under Sec. 39.3, 43.11, and 43.13 of the Federal Aviation Regulations (14 CFR) to ensure compliance with all applicable airworthiness directives issued under 14 CFR 39.13.

AD Compliance Report for Piper PA-28-181  
TCDS: 2A13  
No. of Airframe ADs: 27

Report Date: 10/15/2018  
Change Report Date

Cover Sheet Information [Add/Edit Cover Sheet Notes](#)  
Report By: SAMPLE IA  
Certification #: 7654321 IA  
  
Report Prepared For: [Add/Edit Customer](#)  
Joe Harris AeroFlight Inc  


Heading Information [Edit Heading](#)

Tail #: N772A  
S/N: 28-7790779 [Edit](#)  
Hours: 3270

Misc:

Select Engine (Single/Left Engine)

Select Propeller (Single/Left Propeller)

Select Engine (Right Engine)

Select Propeller (Right Propeller)

Select Appliances ADs | [Manually Add Appliance Info](#)  
No. of Appliance ADs: 0

Show Recurring Only

Delete 6 Superseded ADs from Report

Duplicate Selected ADs

Delete Selected ADs

S/N Guide	AD #	Category	Subject	Amdt #	Effective Date	Recurring
No (for 28-7790779)	62-19-03	Airframe	Propeller Attachment Bolts	47B	08/28/62	

Date/Hours at Comp:

Next Due:

Method of Compliance:

Name/Cert#: (SAMPLE IA (7654321 IA) )  
☐ Check to Manually Enter IA  
Name and Cert#  
Name: SAMPLE IA  
Certification #: 7654321 IA


Select AD:

☐

Save Changes

*\*Notice at the top in the heading area, it shows there are 27 Airframe ADs.*

9) Next, click the **Select Engine** link:



9

## Adding an Engine to the Report:

10) A pop-up window will show you a list of all engines that are available for this airframe per the TCD sheet.

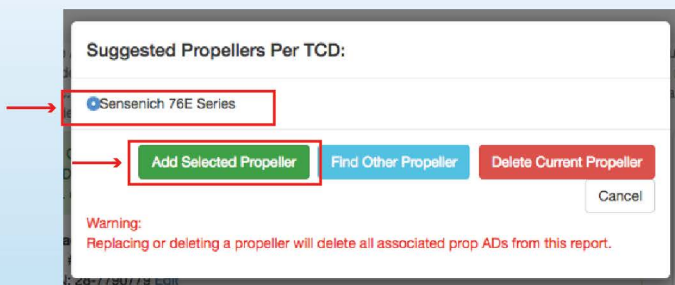
To select an engine, you have to click in the little circle on the left, then click the green **Add Select Engine** button:

Now you see (in the green report heading) there are not only 27 Airframe ADs, but there are also 29 Engine ADs:

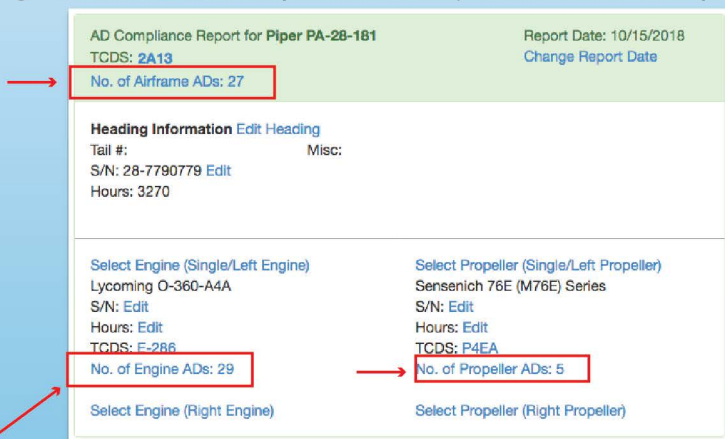
11) Next, you can select your **Propeller**, the same way you selected your Engine:

## Adding a Propeller to the Report:

- 12) Click in the little circle on the left, then click the green **Add Select Propeller** button:



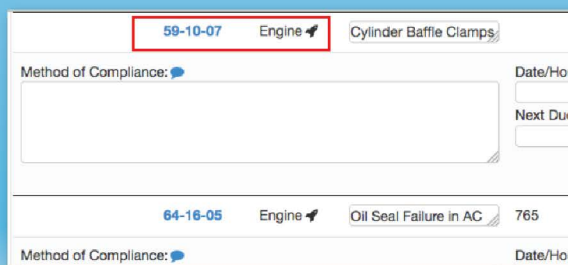
Now you see there are not only 27 Airframe ADs, but there are also 29 Engine ADs, AND 5 Propeller ADs in your combined Report.



Do you see where it says **No of ADs 29**? Clicking on that link will take you down to where the Engine ADs start in the report, so you don't have to scroll down the report to get to them.

For example, the first engine AD is now showing at the top of your screen (59-10-07).

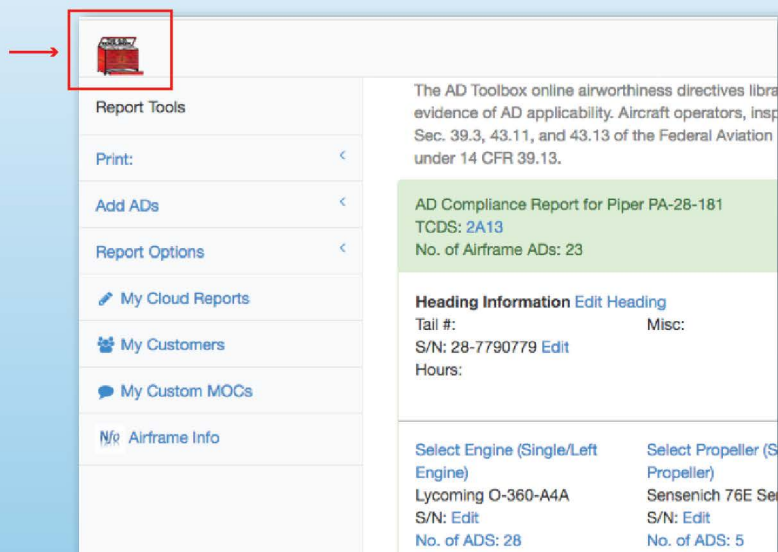
*The ADs in this report are arranged with the Airframe at the TOP, followed by the Engine, followed by the Propeller.*



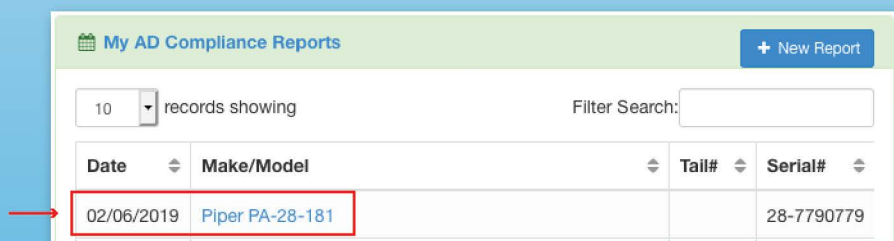
## Accessing your new Report later:

13) For now, let's scroll back up to the top of your screen.

The report you just made is now automatically saved, for example let's go back to the **Members Dashboard** by clicking on the red toolbox in the upper left hand corner of the screen.



14) Once on the Dashboard, you will see your new report listed under the **MY REPORTS** section:

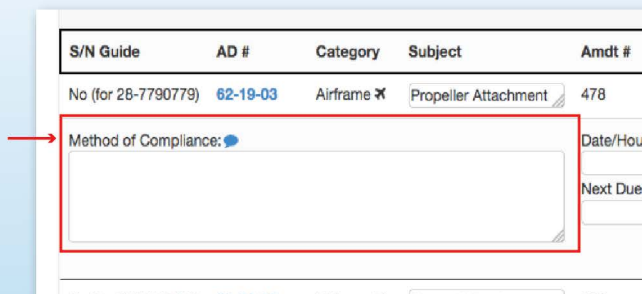


Let's click on the blue report link (example here: Piper PA-28-181) to take you back to where we just were in the report, with the Engine, Airframe and Propeller ADs....




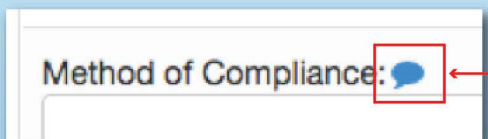
## Method of Compliance:

15) Let's focus on the **Method of Compliance** remarks for the very 1st Airframe AD:



A screenshot of an Airframe AD record. The record has columns: S/N Guide, AD #, Category, Subject, and Amdt #. The values are: No (for 28-7790779), 62-19-03, Airframe ✕, Propeller Attachment, and 478. Below the table, there is a field labeled "Method of Compliance:" with a small blue speech bubble icon to its right. A red arrow points to this blue bubble. The field itself is a large text area.

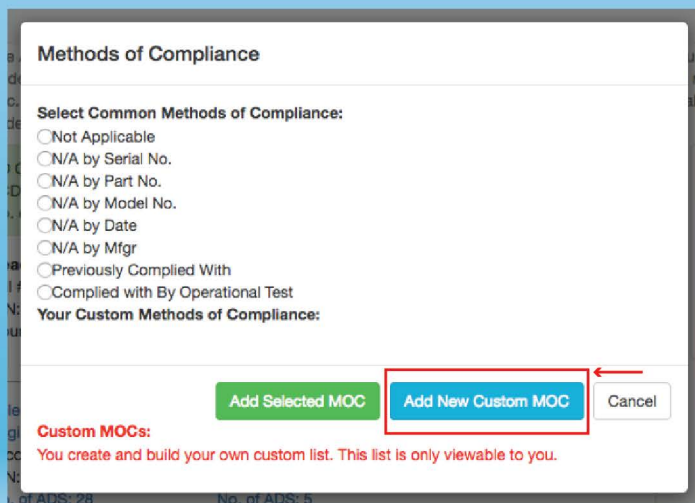
I want to call your attention to the little blue bubble  just to the right of the Method of Compliance (MOC) words:



A close-up of the "Method of Compliance:" text. To its right is a small blue speech bubble icon. A red rectangle is drawn around the bubble, and a red arrow points to it from the right.

16) Clicking on the blue bubble will open a little window that allows you to enter your own customized MOCs.

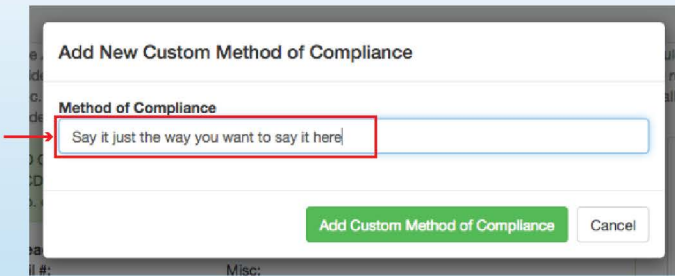
Here you will see that we already listed a few common phrases, but if you click on the blue **Custom MOC** you can add your own customized version, and say it just the way you normally like to say it.



A screenshot of a dialog box titled "Methods of Compliance". It has two sections: "Select Common Methods of Compliance:" and "Your Custom Methods of Compliance:". The first section has several radio button options: "Not Applicable", "N/A by Serial No.", "N/A by Part No.", "N/A by Model No.", "N/A by Date", "N/A by Mfg", "Previously Complied With", and "Complied with By Operational Test". The second section is currently empty. At the bottom, there are three buttons: "Add Selected MOC" (green), "Add New Custom MOC" (blue), and "Cancel" (white). A red rectangle is drawn around the "Add New Custom MOC" button, and a red arrow points to it from the right. Below the buttons, there is a red text label "Custom MOCs:" followed by a red text line: "You create and build your own custom list. This list is only viewable to you."

## MOC's Continued...

If you do this ONE time, that **custom** MOC will always be available for all your work in the future.



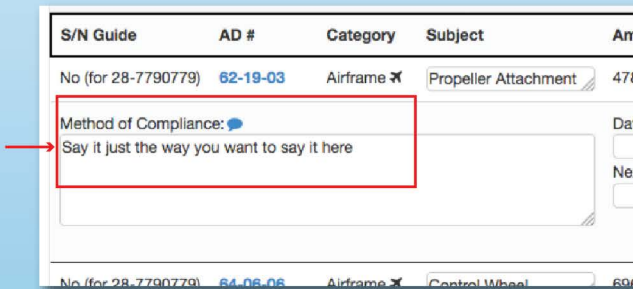
Add New Custom Method of Compliance


Method of Compliance

Say it just the way you want to say it here

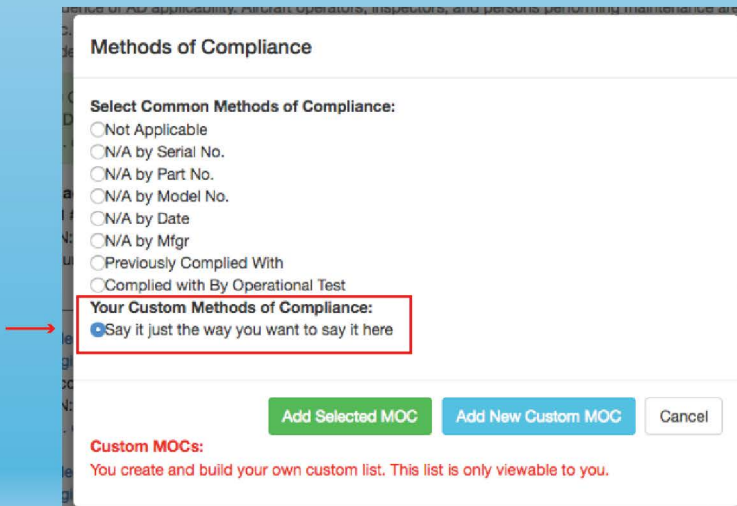
Add Custom Method of Compliance Cancel

As you will see, the **custom** MOC now appears in your remarks field:



S/N Guide	AD #	Category	Subject	Am
No (for 28-7790779)	62-19-03	Airframe ✕	Propeller Attachment	478
Method of Compliance: 				
Say it just the way you want to say it here				
No (for 28-7790779)	64-06-06	Airframe ✕	Control Wheel	696

In the future, you can choose from your own **custom** list for your own work:



Methods of Compliance

Select Common Methods of Compliance:

- ☐ Not Applicable
- ☐ N/A by Serial No.
- ☐ N/A by Part No.
- ☐ N/A by Model No.
- ☐ N/A by Date
- ☐ N/A by Mfr
- ☐ Previously Complied With
- ☐ Complied with By Operational Test

Your Custom Methods of Compliance:

- ☒ Say it just the way you want to say it here

Add Selected MOC Add New Custom MOC Cancel

Custom MOCs:  
You create and build your own custom list. This list is only viewable to you.

## Remember to SAVE!

17) However if you choose not to click on the blue bubble for a custom MOC, then you can simply type into the remarks field directly.

You will see that after you've typed into the field, it turns yellow and there will be an alert that says "You have UNSAVED changes in your report." Until you click the green **Save Changes** button to the right..

The screenshot shows a web form for an Airworthiness Directive (AD) report. At the top, a message states "You have UNSAVED changes in your report." Below this is a table with columns: S/N Guide, AD #, Category, Subject, Amdt #, Effective Date, and Recurring. The first row shows "No (for 28-7790779)", "62-19-03", "Airframe", "Propeller Attachment", "478", "08/28/62", and a checkbox. Below the table, there is a "Method of Compliance:" section with a blue speech bubble icon. A red box highlights the text "Free type into the remarks field here and it will turn yellow" in a yellow box. To the right, there are fields for "Date/Hours at Comp:", "Name:", "Next Due:", "Certification #:", and a "Select AD:" dropdown. A red box highlights the "Save Changes" button, which is green with white text. A red arrow points to the "Save Changes" button.

18) You **HAVE** to click **Save Changes** before you leave the screen! (for example, when clicking on an AD link to view the AD, be sure to **ALWAYS** click the **Save Changes** button or you will lose your work).

You **CAN** work on multiple ADs and only have to click the SAVE button ONE time, just be sure you do BEFORE you leave the screen.

*\*If you do leave the screen without saving your work by mistake, just know that clicking the BACK button in your browser will give you a second chance and cause your work to reappear because it was saved in your computer cache memory.*



19) Clicking a blue AD number link will take you to the text or words of the AD, and a "scratch pad", where you can make notes.

The screenshot shows a web form for an Airworthiness Directive (AD) report. At the top, there is a table with columns: S/N Guide, AD #, and Category. The first row shows "No (for 28-7790779)", "62-19-03", and "Airframe". A red box highlights the AD number "62-19-03". Below the table, there is a "Method of Compliance:" section with a blue speech bubble icon. A red box highlights the text "Free type into the remarks field here and it will" in a yellow box.

## Make Notes while Reading the AD:

The “Scratch pad” is really useful because it gives you a chance to type in your MOCs while reading and referencing the full text of the AD.

20) When you are finished reading the AD, and entering your remarks; click the **Save & Return to Report** button to get back to your report.

The image shows two side-by-side screenshots. The left screenshot is a 'Report Scratch Pad' form with the following fields: Airframe: Piper PA-28-181, Airframe S/N: 28-7790779, Left/Single Engine: Lycoming O-360-A4A<, S/N:, Left/Single Propeller: Sensenich 76E Series, S/N:, Method of Compliance: (with a dropdown arrow), Say it just the way you want to say it here (text area), Date/Hours at Comp: (text area), Next Due: (text area), and a green button labeled 'Save & Return to Report'. The right screenshot shows a document titled '62-19-03: PROPELLER ATTACHMENT BOLT' with text including 'Amdt. 478 Part 507 Federal Register A', 'Numbers 28-1 to 28-314 Inclusive, 28-315 to 28-341 Inclusive, 28-343, 28-345 to 28-365.', 'Compliance required as indicated.', and a paragraph about inflight failure of the propeller. Below this are three bullet points (a), (b), and (c) regarding inspection and removal of the propeller.

While we're here, we'd like to point out that any documents that are referenced in the AD, are available in the blue links to the left side of your screen. This reference shows ONE **Service Document**, sometimes there are multiple service documents, superseded ADs, FARs, etc etc:

The image shows a screenshot of a 'Related Links' section. It has a red box around the text 'Related Links: 1' and 'Service Documents (1)'. Below this, there is a blue link 'Piper 209 (Service Bulletin)'. To the right of this section, there is a 'Report S' form with fields for Airframe, Airframe S/N, Left/Single Engine, Left/Single Propeller, Method of Compliance, and Say it just the way you want to say it here.

21) Now we want to talk about how to **PRINT** the report...

## Printing Your AD Report:

Click on the left **PRINT Layout Options** link.

When you're ready to print your report, it will give you multiple report styles to choose from, including the ability to separate and print individually by category (Airframe, Engine and Propeller) giving you the ability to put individual reports into individual log books.

Print Layout Options: ▾

- ↗ Dynamic Standard Report
- ↗ Dynamic FAA Style
- ↗ Dynamic Logbook
- 🖨 Separate By Category
- 🖨 Summary 27 per page
- 🖨 Cover

Annotations:

- Click to Expand (points to the dropdown arrow)
- FAA Style → (points to Dynamic FAA Style)
- Logbook → (points to Dynamic Logbook)
- By Category → (points to Separate By Category)
- Cover → (points to Cover)

The "Dynamic" style expands the column length to allow for a greater number of text characters, without the font shrinking or being cut off (truncated).

Take a minute to explore ALL the Print Options! If you don't want to print that particular style, you can always back out.

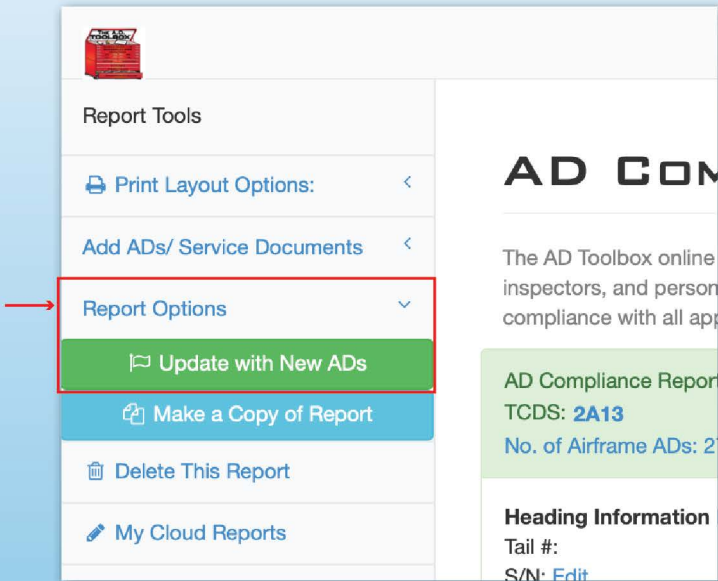
[illegible]



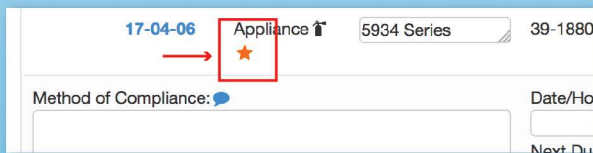
## Update Old Report with New ADs, Copy, or Delete:

“Update with New ADs” is a popular Report Option:

It duplicates the Report with today’s date (leaving your old report intact), and lists any new ADs that came out since you last created the Report, for the specific airframe, engine(s), propeller(s) and appliances.



Any new ADs will be marked with a gold star. ★



Any ADs that do not apply (like large aircraft appliances) can easily be deleted from the report.



*There is much more you can do with AD Reports (too much to illustrate here), so please explore ALL the links and functions to get to know the program. Don't be shy, click around.*

*If you don't like what you just did, hit Cancel or Delete, it's no problem!*

## Work Orders:

A popular tool is the Work Orders function. You can:

- List **Discrepancies & Corrective Actions**
- Add **Parts & Labor Hours**
- Include a **"Status"**, such as **"Complete or In-Progress"**, etc.
- Customize your **Work Order Numbers**
- Convert it to a **Logbook Sticker**
- Convert it to an **Invoice**
- Print, Edit, Save and Access later

To create a new Work Order, go to the Left Panel on the Member Dashboard. Then click the **+ New Work Order** button:

WO No.	Date	Status	Customer	Aircraft	Description
1374	10/25/2018		Joe Harris AeroFlight Inc	Cessna 172 172-12345 N123AZ	Annual Inspection Complete
1045	01/25/2019	In Progress	Tom Smith Wings of Warriors	Piper PA-28-140 SN7765443 N7419	Spray Tank clogged, Debris cleaned, Needs new hose filter to complete job. Waiting on part to arrive.

Add a Customer, Description of the Service / Problem, Mfg, Model, Tail, S/N, Hours and a Status:

Discrepancy	Corrective Action	Part Used	A/P
None, all is well	None Taken	Oil (\$3.00 at \$5.00 each)	Mechanic: SAMPLE (A) Labor Hours: 1.00 Labor Rate: 0.00
Waiting damaged	New Hose Installed	Wre (1.00 at \$7.00 each) Oil (1.00 at \$15.00 each)	Mechanic: SAMPLE (A) Labor Hours: 0.25 Labor Rate: 0

Add a Discrepancy:

Add Parts and Labor Hours:

Convert to an Invoice.

Convert ALL Discrepancies or individual Discrepancies to Logbook Sticker(s).

## Invoices:

Another popular tool is the **Invoices** function. You can:

- List **Labor, Parts & Misc**
- Include a **"Status"**, such as **"Complete"** or **"In-Progress"**, etc.
- Customize your Invoice **Numbers**
- Print, Edit, Save** and Access later

To create a new Invoice, go to the Left Panel on the Member Dashboard. Click **My Invoices**, then the **+ New Invoice** button:

**MY INVOICES**

Invoices Total: \$8445.33

Status Filter: ☒ All ☐ Open ☐ In Progress

Showing 1 to 3 records showing

Inv. No.	Date	Status	Customer	Aircraft	Invoice Amount
20462	05/31/19	In Progress	William Smith Billy Bob's Maintenance	Cessna 172	1070.00
20461	05/31/19	Open	John L Rothwell Plane Doc	Cessna 172	140.00
20460	05/02/19	Open	Larry Harper Harper's Spraying	N4321Z	203.50

Select or Add a Customer, click **Create**:

**SELECT CUSTOMER**

Showing 1 to 3 of 3 entries

Name	Company	Address
Joe Harris	AerFlight inc	123 Skyline Ln Anytown, OK 12345 USA
Tom Smith	Wings of Warriors	123 Warrior Way Anytown, WA 12343 USA
Mike Burke	Mission Medical Helicopters	780 Medical Drive Anyport, OR 34567 USA

**Edit, Save, and Print the Invoice:**

**SERVICE INVOICE 3950**

Customer: Tom Smith Wings of Warriors

Customer Address: 123 Warrior Way, Anytown WA 12343, USA

Phone: (555) 555-1234

**Labor**

Description	Qty	Price	Total
Removal and replacement with Goodwin 8.0/4.6 day Flight (Special 1 Time)	0.00	0.00	\$0.00
Diagnosed oil, removed filter. Checked filter for debris, none detected. Filter replaced. Serviced engine with 4 quarts of oil.	0.00	0.00	\$0.00
<b>Labor Total</b>			\$0.00

**Parts**

Part	Qty	Price	Total
Oil	1.00	100.00	\$100.00
<b>Parts Total</b>			\$100.00

**Misc**

Description	Price	Total
Oil	\$0.00	\$0.00
<b>Misc Total</b>		\$0.00

Select a **Primary Action**:

**SELECT PRIMARY ACTION FOR INVOICE**

Showing 1 to 2 of 2 entries

Name	Company	Date	Make/Model	Tail#	Action
Mike Burke	Mission Medical Helicopters	06/07/2018	Cessna 172		AC Weigh with GG
		08/19/2018	Cessna 172		337

# "Nfo" What is it?

"Nfo" is a 1-Click Source for:

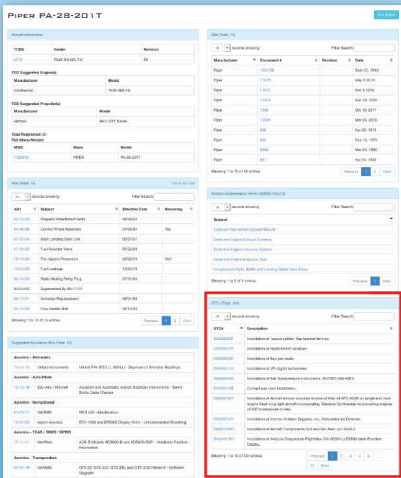


When you see



Where will I find the "Nfo" button?

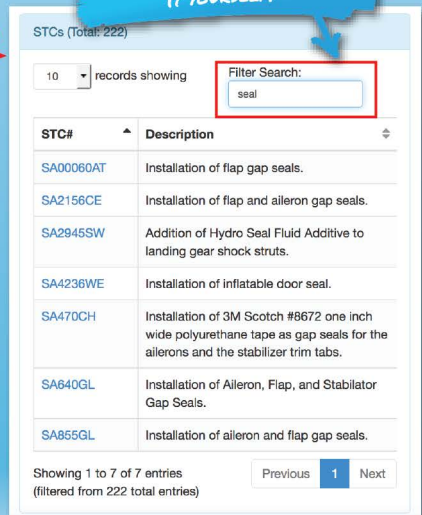
1. In the **Aircraft Registry** (search by N#, Serial # or Airframe).  
Nfo will be at the top of the page results within a specific aircraft).
2. In your **AD Report** (on the left panel).
3. In the **AD & TCD Search** (search by airframe or model,  
Nfo is on the right side in the search results).



How is "Nfo" Useful?

It shows ALL applicable documents for the specific Airframe you searched for.

STCs



From within "Nfo", you can run a filtered keyword searches on ONE screen, for:

STCs, SBs, and AMAs

## Explore MORE:

Explore ALL the functions of the AD Toolbox Online.

✓ Check off each item after you've finished learning about it:

\_\_\_ AD Reports

\_\_\_ Work Orders

\_\_\_ Invoices

\_\_\_ Forms

\_\_\_ My Customers

\_\_\_ Aircraft Registry

\_\_\_ SBs, STCs, FARs, ACs

\_\_\_ Maintenance Alerts

\_\_\_ CARs & CAMs

\_\_\_ Help Blog, etc

The screenshot displays the 'MEMBER DASHBOARD' of the AD Toolbox. The top navigation bar includes links for Billing History, My Email Settings, and Logout. The dashboard is divided into several sections:

- What's New (past 30 days):** A row of five colored boxes showing new items: 6 New ACs, 1 New SB, 12 New TCs, 2 New FARs, and 0 New ACs. Each box has a 'View' link.
- My AD Compliance Reports:** A table with columns for Date, Make/Model, Tail#, and Serial#. It lists several reports, including Cessna 172N, Cessna 172M, and Diamond (Austro) DA 40.
- My Forms:** A table with columns for Date, Form, Make/Model, Tail#/Serial#, and Description. It lists various forms, including 'Blank in Work Order', 'Blank in Work Order', and 'Blank in Work Order'.
- Notifications Panel:** A section on the right side of the dashboard, including a Subscription Left (165 Days left) and a Profile section with fields for Email, Password, Phone, Address, Primary IA, and Company Logo.
- Last Updated:** A section on the right side of the dashboard, listing various updates and their dates, including 'ADS (Small Aircraft)', 'Type Certificate Data Sheets (Small Aircraft)', 'FARs (Maintenance-Related)', 'STCs (Small Aircraft)', 'Advisory Circulars (Maintenance-Related)', 'FAA Aircraft Registry', and 'Small Aircraft, FAA Bi-Weekly'.

Thank  
you!

Thank you for choosing  
**Zook Aviation**  
and the  
AD Toolbox Online!







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Questions? Email or Call:  
[support@airworthinessdirectives.com](mailto:support@airworthinessdirectives.com) or (540) 217-4471

### Pricing Options

	Monthly	Annual	2-Year
Single User	<b>\$49/m</b>  <i>Most Popular</i>	<b>\$499/yr</b>	<b>\$729<sup>2</sup>/yrs</b> 
Multi User	<b>\$59/m</b>	<b>\$599/yr</b>	<b>\$929<sup>2</sup>/yrs</b>

6 Month Minimum

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