

TROUBLESHOOTING GUIDE

Problem	Solution
DDEML.DLL can not be copied.	<i>This message sometimes appears when installing the program. Press IGNORE or OK. If the program installs completely, there is nothing more to do. If the installation terminates before completion, you must turn off all programs running within Windows, such as screen savers etc., then re-install the new program.</i>
MDB is not access database or database is corrupt	<i>See Corrupt Databases above</i>
Only prints boxes without text or text missing	<i>See INVALID PROPERTY VALUE below.</i>
Invalid Property Value	<i>This message occurs when fonts have not been installed. Select FONTS from within the CONTROL PANEL group. Windows 3.1 will display installed fonts. Press the ADD button. Windows 95 users should select INSTALL NEW FONT from the FILE pull-down list. Within the lower window, double click on the SYSTEM subdirectory. Numerous fonts should appear. Press the SELECT ALL button, then click on OK. A message may appear for each font already installed. Simply press OK until the INSTALLED FONTS viewer re-appears. Exit this section and retry your program.</i>

Steps to Compacting a Database

1. First perform Repair Database (see above)
2. Go to START / PROGRAMS / DESK MANAGER SERIES and select Data Manager (If not found within this group, use the Windows Explorer to locate the Datamgr.exe file and double click on it)
3. The screen will blank, except for a menu bar displaying FILE WINDOW etc. Select COMPACT DATABASE
4. A two-window panel with the title:

DATABASE TO COMPACT FROM

Above the right window, the current location is listed (i.e. C:\8710\4-00). If this is not the correct location for the file you are attempting to compact, use the list in the right window to select the correct location.

5. With the correct location listed on the right, the left window will fill with MDB files (files that end with the letters MDB). Select the correct file to compact and press OK.
6. The two-window panel will now reappear with the title:

DATABASE TO COMPACT TO

In the left window select the file you are compacting again. Its name will appear in the box above labeled File Name. Change the last three letters from MDB to NEW making sure that you leave the dot preceding the MDB. Then press OK

7. Close Data Manager.
8. Go to START / PROGRAMS and select Windows Explorer. A two-window screen will appear. Select the subdirectory on the left where you found the database files.
9. The file name(s) with the last three letters NEW should appear on the right. Be sure the files exist before proceeding. Right click and DELETE the original file(s) with the MDB ending. Right click on the file ending with NEW and select RENAME. (If no file extensions appear, go to VIEW / FILE OPTIONS and uncheck any selections that hide file names.)
10. Keeping the part of the file name before the dot the same, change the letters NEW to MDB (retain the dot) and press ENTER.
11. You may now exit the Windows Explorer and restart your program.

Default subdirectories and MDB files for CAVU products

CAVU Program	Default Subdirectory	Filename(s)
Form 337	C:\FORM337	Form337.mdb
Form 8110-3	C:\Form8110	Form8110.mdb
Form 8130-3	C:\Form8130	Form8130.mdb
Form 8710-1	C:\FORM8710\4-00	Form8710.mdb 8710.mdb
Form 8060-4	C:\Form8060	Form8060.mdb Setuptac.mdb
Weight & Balance (fix)	C:\WBW	wb.mdb
Logbook Labeler	C:\Loglabel	Logbook.mdb
MTR Pro	C:\mtrpro	mtr.mdb
AFL Pro	C:\aflpro	afl.mdb afl2.mdb
Weight & Balance (heli)	C:\WBWHeli	wbheli.mdb

4. With the correct location listed on the right directly under the word FOLDERS, the left window will fill with MDB files (files that end with the letters MDB). Select the file to repair and press OK. Repeat these steps for each MDB file.
5. You may now exit the Windows Explorer and restart your program or proceed to COMPACT the database per the instructions below.

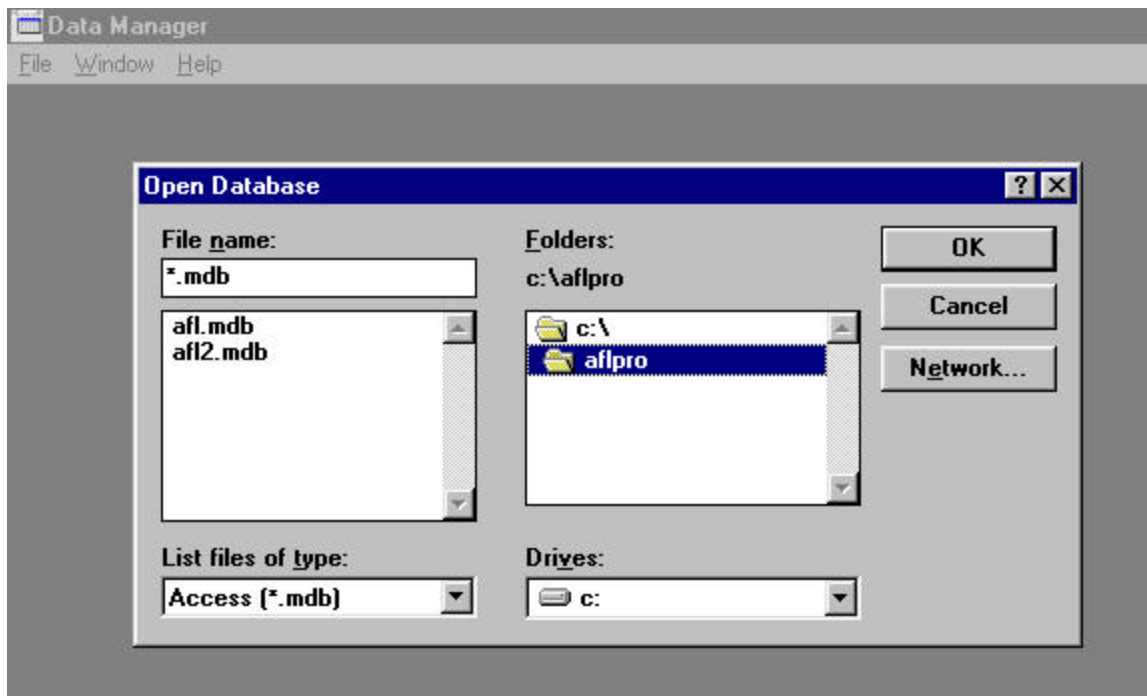
CORRUPTED DATABASES

General

From time to time, it may be necessary to repair (and occasionally compact as well) the database containing your information. If the program fails to save a form or an error message appears stating that the database is not a Microsoft Access database follow the directions in order below.

Steps to Repair a Database

1. Go to START / PROGRAMS / DESK MANAGER SERIES and select Data Manager (If not found within this group, use the Windows Explorer to locate the Datamgr.exe file and double click on it)
2. The screen will blank, except for a menu bar displaying FILE WINDOW etc. Select REPAIR DATABASE



3. A two-window panel with the title DATABASE TO REPAIR appears. Above the right window, the current location is listed (C:\aflpro in the example above). If this is not the correct location for the file you are attempting to repair (refer to chart below), use the list in the right window to select the correct location. Double click on the open folder C:\ icon to show all subdirectories.

they are legible. Night flying must be entered when required. You should fill in the blocks that apply, and ignore the blocks that do not. Second in Command "SIS" time used may be entered in the appropriate blocks. Flight simulator, Flight Training Device and PCATD time may be entered in the boxes provided. Total, instruction received, and Instrument Time should be entered in the top, middle or bottom of the boxes provided as appropriate.

IV. Have You Failed A Test For This Certificate or Rating?

Check appropriate block.

V. Applicant's Certification

Signature

Sign the way you normally sign your name.

Date

The date you sign the application.

Block W

Glider or free balloon pilots should sign the medical certification in this block, if you do not hold a medical certificate. If you hold a medical certificate, be sure Blocks Q, R, S, and T are completed.

Block X. Date

Date you sign this self-certification statement.

II. Certificate Or Rating Applied For On Basis Of**Block A. Completion of Required Test**

1. AIRCRAFT TO BE USED (If flight test required) - Make and model. If more than one aircraft is to be used, indicate such.
2. TOTAL TIME IN THIS AIRCRAFT TYPE (Hrs.) - (a) Total Flight Time - In each make and model. (b) Pilot-In-Command Flight Time - in each make and model.

Block B. Military Competence Obtained In

Enter your branch of service, date rated as a military pilot, you rank or grade and service number. In block 41 or 4b, enter the make and model of each military aircraft used to qualify (as appropriate).

Block C. Graduate of Approved Course

1. NAME AND LOCATION OF TRAINING AGENCY/CENTER. As shown on the graduation certificate. Be sure the location is entered.
2. AGENCY SCHOOL/CENTER CERTIFICATION NUMBER. As shown on the graduation certificate.
3. CURRICULUM FROM WHICH GRADUATED. As shown on the graduation certificate.
4. DATE. Date of graduation from indicated course. Approved course graduate must also complete Block "A" COMPLETION OF REQUIRED TEST.

Block D. Holder of Foreign License Issued By

1. COUNTRY. Country which issued the license.
2. GRADE OF LICENSE. Grade of license issued, i.e., private, commercial, etc.
3. NUMBER. Number which appears on the license.
4. RATINGS. All ratings that appear on the license.

Block E. Completion of Air Carrier's Approved Training Program

1. Name of Air Carrier
2. Date program was completed
3. Identify the Training Curriculum

III. Record of Pilot Time

The minimum pilot experience required by the appropriate regulation must be entered. It is recommended, however, that ALL pilot time be entered. If decimal points are used, be sure

Block I. Weight

Enter your weight in pounds. No fractions. Whole pounds only.

Block J. Hair

Spell out the color of your hair. If bald, enter "Bald". Color should be listed as black, red, brown, blond, or gray. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.

Block K. Eyes

Spell out the color of your eyes. The color should be listed as blue, brown, black, hazel, green, or gray.

Block L. Sex

Check male or female.

Block M. Do you Now Hold or Have You Ever Held An FAA Pilot Certificate?

Check yes or no. (NOTE: A student pilot certificate is a "Pilot Certificate.")

Block N. Grade Pilot Certificate

Enter the grade of pilot certificate (i.e., Student, recreational, Private, Commercial, or ATP). Do NOT enter flight instructor certificate information.

Block O. Certificate Number

Enter the number as it appears on your pilot certificate. This information is placed in the ID section on the back of the form automatically. "Pending" is entered on the back if no number is entered.

Block P. Date Issued

Date your pilot certificate was issued.

Block Q. Do You Now Hold A Medical Certificate?

Check yes or no. If yes, complete Blocks R, S, and T.

Block R. Class of Certificate

Enter the class as shown on the medical certificate, i.e., 1st, 2nd, or 3rd class.

Block S. Date Issued

Date your medical certificate was issued.

Block T. Name or Examiner

As shown on the medical certificate.

Block U. Narcotics, Drugs, Alcohol

Check appropriate block. This should be checked "Yes" only if you have been actually convicted. If you have been charged with a violation which has not been adjudicated, check "No".

Block V

If block "U" was checked "Yes" give the date of final conviction.

INSTRUCTIONS TO COMPLETE FORM 8710-1

I. Applicant Information

Block A. Name

Enter legal name but no more than one middle name for record purposes and do not change the name on subsequent applications unless it is done in accordance with FAR Section 61.25. If you have no middle name, enter "NMN". If you have a middle initial only, indicate "Initial only". If you are a Jr., or a 2nd or 3rd, so indicate. If you have an FAA pilot certificate, the name on the application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25. This information is placed in the ID section on the back of the form automatically.

Block B. Social Security Number

Optional: See supplemental information Privacy Act. Do not leave blank: Enter either SSN or the words "Do not use" or "None".

Block C. Date of Birth

Check for accuracy. Enter eight digits: Use numeric characters, i.e. 07-09-1925 instead of July 9, 1925. Check to see that DOB is the same as it is on the medical certificate. This information is placed in the ID section on the back of the form automatically.

Block D. Place of Birth

If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you born outside the USA, enter the name of the city and country where you were born.

Block E. Permanent Mailing Address

The residence number and street, or when applicable, P.O. Box or rural route number goes in the top part of the block above the line. The City, State, and ZIP code go in the bottom part of the block below the line. Check for accuracy. Make sure the numbers are not transposed. FAA policy requires that you use your permanent mailing address.

Justification must be provided on a separate sheet of paper and submitted with the application when a P.O. Box or rural route number is used in place of your permanent address.

Block F. Nationality

Check USA if applicable. If not, enter the country where you are a citizen.

Block G. Do You Read, Speak, and Understand English?

Check yes or no.

Block H. Height

Enter your height in inches. Example: 5'9" should be entered as 69 in. No fractions. Whole inches only.

By Date

Saved forms can be searched by entering the application's date. Enter the date in the MM/DD/YYYY format. Use the Next Form and Previous Form within View to see the next form meeting the search criteria.

help***About 8710-1***

Copyright, manufacturer and technical support information.

Index

A list of key words within the system.

Delete. To modify an existing name, add a new name and delete the old, undesired name.

- ? ?Location of Tests - To add new locations, enter the name within the top line of the pull-down list. To delete an location, select the name from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired name.
- ? ?Medical Examiners - To add new examiners, enter the name within the top line of the pull-down list. To delete an examiner, select the name from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired name.
- ? ?Military Branches - To add new branches, enter the name within the top line of the pull-down list. To delete a branch, select the name from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired branch.
- ? ?Ratings/Certificates - To add new ratings, enter the name within the top line of the pull-down list. To delete a rating, select the name from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired rating.
- ? ?Training Courses (FIRC)- To add new courses, enter the name within the top line of the pull-down list. To delete a courses, select the name from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired name.

VIEW

Back

Move to the back of the current form.

Front

Move to the front of current form (default)

Next Form

If the current form is not a new form, selecting this will make the next saved form (meeting the search criteria, see below) active and presented on the screen. If the currently displayed form is a new blank form (in other words, FORM > NEW has just been selected), selecting Next Form will alert the user that no forms lie ahead and offer to display the last saved form.

Previous Form

If the current form is not the first form, selecting this will make the previous saved form (meeting the search criteria, see below) active and presented on the screen.

Find

By Applicant

Saved forms can be searched by entering an applicant's name. Enter the extent of the name to search. Entering BR will return Brown and Brubaker. Use the Next Form and Previous Form within View to see the next form meeting the search criteria.

- ? ?Designated Examiner - Name/ Certificate/Designation/Date - Enter the default examiner's name that will appear if Examiner's signature name box within Designated Examiner's Report section is clicked.
- ? ?FAA District Office - Enter the default office to appear within the FAA District Office box of the Inspector's Report section when clicked.
- ? ?Foreign License - Enter the default foreign country's name that will appear if Block D. Holder of Foreign License Issued By, within section II, is checked or Block D, number 1 is clicked.
- ? ?Inspector - Enter the default name that will appear if Inspector Name box within Inspector's Report section is clicked.
- ? ?Language - Enter Y or N to set default of question within Block G.
- ? ?Location of Test - Enter the default facility, city and state that will appear if Location of Test box within Designated Examiner's Report section is clicked.
- ? ?Medical Examiner - Enter the default medical examiner's name that will appear if examiner's name box within Block T is clicked.
- ? ?Military Branch - Enter the default military branch that will appear if Block B. Military Competence Obtained in, within section II, is checked or Block B, number 1 is clicked.
- ? ?Nationality - Enter USA or other country name that will appear within Block F when a new form is created.
- ? ?Test Aircraft - Enter the default entry that will appear if Block A.. Completion of Required Test, within section II, is checked or Block A, number 1 is clicked.
- ? ?Training Agency - Name/Location/Certificate and Curriculum - Enter the default name, location, certification number and curriculum that will appear if Block C. Graduate of Approved Course, within section II, is checked or Block C, number 1, 1a or 2, respectively, is clicked.
- ? ?Training Course - Enter the default name that will appear if Training Courses (FIRC) Name box within Inspector's Report section is clicked.

Lists

Numerous lists of available entries can be created or modified, as listed below.

- ? ?Aircraft Types - To add new types, enter the name within the top line of the pull-down list. To delete a type, select the type from the list, then press Delete. To modify an existing item, add a new type and delete the old, undesired type.
- ? ?Agencies - To add new agencies, enter the name within the top line of the pull-down list. To delete an agencies, select the agency from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired name.
- ? ?FAA District Offices - To add new offices, enter the name within the top line of the pull-down list. To delete an office, select the office from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired name.
- ? ?Inspectors - To add new inspectors, enter the name within the top line of the pull-down list. To delete an inspector, select the name from the list, then press Delete. To modify an existing name, add a new name and delete the old, undesired name.
- ? ?Instructors - To add new instructors, enter the name within the top line of the pull-down list. To delete an instructor, select the name from the list, then press

?? Exit - Select Exit to exit out of the program and remove it from memory.

Print

?? Entire Application - Select this to print the current form on the default Windows printer. A second prompt will appear on the screen, instructing you to turn the page over and re-insert into the printer. The form may be printed on two separate pages or front and back on one piece. If two separate pages are printed, the ID section on the back page (lower right) must be completed. This program automatically inserts the correct entries regardless if the form is printed on one or two pieces of paper.

When the full application is printed (or saved), a verification of fields is conducted, see below.

?? Front Only – Select this to print only the front page. No verification of fields is conducted.

?? Back Only – Select this to print only the front page. No verification of fields is conducted.

Goto

?? Title or description of section that will become the active position on the screen when selected. For example, selecting Designated Examiner' report from the drop down list will shift the form so that this section on the back of the actual form appears.

Settings

Company Info

Select to enter company information screen.

Printer Setup

Select this to change the default printer settings. ***Remember that only inkjet, deskjet or laser printer outputs are accepted by the FAA.***

Defaults

Numerous sections on the form that contain default settings as listed below.

- ? ?Air Agency - Name/Number, Official and Title. - Enter the agency name and number, official's name and title that will appear as a default is the cursor is clicked within the corresponding fields (Air Agency's Recommendation).
- ? ?Air Carrier - Enter the default air carrier's name that will appear if Block E. Completion of Air Carrier's Approved Training Program, within section II, is checked or Block E, number 1 is clicked.
- ? ?Applicant's City - Enter the default City, State and Zip Code that automatically appears within Section I, Block E when a new form is created. Note: Justification must be provided on a separate sheet of paper and submitted with the application when a P.O. Box or rural route number is used in place of a permanent address.

SCREEN LAYOUT

The data entry screen roughly resembles the FORM 8710-1 to enhance the user's familiarity with the program. Superfluous labels or sections have been removed to save space and reduce screen clutter.

The pull-down list or task bar contains many tools for the user to manipulate the completion of the form.

The form extends beyond the lateral and vertical margins of the screen. To maneuver about the form, use the following methods:

- ?? Use the pull-down list and select section to move
- ?? Use the horizontal and vertical scroll bars
- ?? Press the corresponding arrow keys
- ?? Press TAB or ENTER key

Sections that appear in light gray are inactive, such as sections that do not apply due to previous selections. Active sections appear in black. User entered data appears in blue.

Required fields are highlighted in light red while optional fields are highlighted in light yellow. Some fields may change from yellow to red depending upon the checkboxes selected.

Double clicking in many fields, automatically enters appropriate information (i.e. date in MM-DD-YYY format). Defaults for these fields can be set-up within the Defaults lists described below. Certificate or Rating for Which Tested fields query the selections made in section I to determine the best entry.

DESCRIPTION OF CONTROLS

The task bar, situated under the blue title bar contains several sections. Using the mouse, click on any selection. If sub-menus exist, they will appear. If selections within the drop down list contain further sub-menus, an arrow or other symbol appear to the right of the entry. Placing the cursor on the selection opens the next sub-menu. Move the cursor onto the new menu and select the item desired. Each task bar entry is described below.

Form

- ?? New - Select New to create a blank form ready for data entry. Entering the program from the Form 8710-1 icon on your desktop, the screen presented is already set for NEW. After a form is saved and a new form is desired or when desiring to "start-over" on the current form, select this item.
- ?? Save - Select Save to save the form on the screen. All data is maintained within one database. Retrieval is accomplished via the Find function below.
- ?? Delete - Select delete to remove the form on the screen from the database. Once the form is deleted, it can not be restored.

COMPANY SET-UP

Registration Code

Within the Settings menu, select Company Information. This information must be supplied to proceed further. Enter the user name, phone number and registration code as shown on the invoice. The phone number must not be preceded with a one (1). It should be entered exactly as it appears on the invoice.

The PATH TO DATA entry must point to the proper subdirectory, namely

C:\VB\8710-1~1\4-00\

If you installed the program in the default directory, this entry has already been made for you. If not, you must manually enter the directory path. An easy way to enter the path to the data is to find the subdirectory using the Windows Explorer. Right click on the ADDRESS window at the top of the screen. The directory path should become highlighted and a drop down list should appear with the command COPY. Click copy and return to the Company Information panel. Click in the Path to Data box. Right click again, and select Paste. YOU MUST END THE PATH with a back slash as above.

Printer Settings

The default margins are set to zero. Try printing a blank form without re-inserting the first page. If the solid heavy line surrounds the complete application (front and back) AND the signature box is appropriately sized AND the FAA logo appears to be positioned/sized correctly AND only two pages print; the default settings are probably OK.

To move the margins and thus the solid line, adjust the entries independently for the front and back of the form. If you believe you need to move the bottom margin down by entering a positive number (i.e.100) it may be necessary to also raise the top margin simultaneously (i.e. Top Margin –100, Bottom margin 50). This requires some trial and error though HP and Epson Inkjets typically require Top –100, Bottom 50 front and back and other margins set to zero). This also assumes the printer itself is set to Normal print range.

The FAA logo is dependent upon the Printer Resolution. This can be found by going to the printer properties (select Printer Set-up > Options). You will see a reference on one of the tabs to print quality. Usually this is in units of DPI (dots per inch). Enter this number within the Printer Quality box on the Company Information panel. If the resolution is only in terms of Medium/High, then try 300, 360, 600 or 720. These are typical values.

Press OK to apply the entries you have made.

INSTALLATION

Set-up

1. From the START button, select RUN.
2. At the prompt, enter A:SETUP. **Note-** A: refers to the drive where the diskette is placed. If your drive is designated B: then substitute B: in place of A:. Note: you must enter the correct drive.
3. The installation allows the placement of FORM 8710-1 within any subdirectory. The default subdirectory is C:\FORM8710\4-00. Follow the screen prompts to complete the installation.
4. The FORM 8710-1 installation is now complete. The installation should have created a new grouping within Window's Program Manager (windows 3.x) or Programs (Windows 95) entitled Desk Manager Series. Within the Desk Manager group are FORM 8710-1 and Data Manager icons.
5. You must have in your possession the registration code supplied with your software before proceeding. Double click on the FORM 8710-1 icon to proceed.
6. See Company Set-up below

Installing Fonts

The following fonts must be installed within Windows prior to printing or viewing FORM 8710-1.

Arial

Arial Bold

Times New Roman Bold

Times New Roman Bold Italic

These fonts have been provided with this program, however they must be INSTALLED within Windows.

To verify installed fonts or add additional fonts, press the START button, then SETTINGS. From settings, select the CONTROL PANEL icon. Double click the FONTS icon. Installed Fonts are displayed alphabetically in the window; check for the presence of each font above. If all fonts are present in the Installed Fonts window, close this selection and proceed to FORM 8710. If fonts are missing, select from the FILE pull-down list, INSTALL NEW FONTS. Double click on the SYSTEM subdirectory within the lower window. Numerous fonts should appear. Select the font (or Select All) that was missing from the Installed Fonts window and then click on the OK button. The windows will return to the Installed Fonts viewer.

If SELECT ALL is chosen, a message box will appear stating that some fonts are already installed. Simply select OK until this message no longer appears.

Overview

Form 8710-1 is a windows based program designed to reduce the work load associated with the tedious completion of an Airman Certificate and/or Rating Application as required by Federal Aviation Administration regulation. The data entry screen mimics the actual form in order to improve the “intuitiveness” of the program.

The end user must have Microsoft Windows version 3.1x or Windows 95 installed on his computer. The following is the required equipment list.

- ?? Microsoft Windows compatible computer
- ?? Windows 95 or higher
- ?? SVGA monitor (15” with 800x600 resolution required, larger monitors accepted)
- ?? 386 processor (higher recommended)
- ?? Inkjet, Bubblejet or Laser printer supported by Windows. It is the user’s responsibility to provide proper installation and drivers. ***Important notice: Dot matrix printer reproductions of the form are not acceptable to the FAA. Forms will be rejected if printed on dot matrix printers.***
- ?? Windows compatible mouse
- ?? 16 MB RAM
- ?? 5 MB free hard disk space

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GENERAL

Technical Support

CAVU products come with 30 days of free telephone technical support from the date of the invoice. To contact technical support, call CAVU Companies between 9AM and 5PM Eastern time at :

1-800-464-3375

Please Note: In order to provide continuing and quality support to all of its customers, CAVU follows a strict adherence to this policy. Telephone support will be provided **only** to those currently covered by the support program appropriate for the product requiring support. CAVU maintains an internet homepage at:

www.cavucorporations.com

which contains many of the common questions or problems customers encounter. Access to the CAVU website is free.

Annual support is obtained through CAVU at a nominal charge. Updates to existing product versions will be sent automatically to customers currently on support.

A Message To Our Customers

The products described in this manual are specifically designed for the aviation maintenance/flight operations industry. This is a relatively small market for which to exclusively develop software, particularly at the “off the shelf” pricing at which these products are sold. Illegally copied or “pirated” software undermines the stability of this company and thus threatens the continued development and support of products designed exclusively for your business. We appreciate and encourage your support in this campaign. Thank you for your patronage.

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Operating Manual