

# **Form** **337**

**Version**

**3.0**



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# Operating Manual

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## ● **GENERAL**

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**1-800-464-3375**

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

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

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## OVERVIEW

Form 337 is a windows based program designed to reduce the work load associated with the tedious completion of Form 337 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 program recreates an exact replica of the Form 337. The developers note that there are several approved formats of the Form 337, developed during different congressional budgets, however, the differences are purely cosmetic (placement of logos or typeset) and most prior

formats are currently accepted by the FAA.

The end user must have Microsoft Windows version 3.1, Windows for Workgroups or Windows 95. The following is the required equipment list.

- Microsoft DOS compatible computer
- VGA monitor (color recommended)
- 386 processor (higher recommended)
- Inkjet, Bubblejet or Laser printer supported by Windows. It is the user's responsibility to provide proper installation and drivers.
- Windows compatible mouse
- 4 MB RAM
- 5 MB free hard disk space

# INSTALLATION

## **SET-UP**

1. From the Program Manager, select the FILE menu from the menu bar (from Windows 3.x) or START button (from Windows 95) then RUN from the pull down list.
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 337 within any subdirectory. The default subdirectory is C:\Program Files\FORM337. Follow the screen prompts to complete the installation.
4. The FORM 337 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 337 and Data Manager icons.

At ACCESS CONTROL, the agent's name must be selected from the pull-down list and his unique password entered to allow access to the program. The default administrator's password, cavu1234, can be entered to allow access for initial set-up.

**NOTICE: See the Troubleshooting Guide for commonly encountered issues.**

You must have in your possession the registration code supplied with your software before proceeding. Double click on the FORM 337 icon to proceed.

### ***Phone Number & registration Code***

Enter your company's telephone number as it appears on the registration card. You may use separators i.e. ( - or / to separate numbers. Enter the complete number including area code but do not precede the number with a "1" and **do not** leave blank. For example:

1-714-555-1212      WRONG

(714) 555-1212      CORRECT

Enter the registration code accompanying this system, in CAPS. **The program will load the first time; however, to re-enter the program after exiting, the user must first reboot the computer in order to memorize registration code.** If you have questions with this aspect of the installation, call CAVU Companies for support or check the following note.

### ***Set up Agents***

To set up agents, click the AGENTS or DMIR button on the SET-UP page. In the upper right hand corner, click administrator and enter the default administrator password cavu1234 in the box below. The NEW button should become active.

Click NEW and enter the full agent name and certificate number in the boxes provided. Enter a unique password for that agent to use when entering the program. Press SAVE and EXIT.

When done, press the SET-UP button to exit and save your entries.

## **SCREEN LAYOUT**

The data entry screen roughly resembles the FORM 337 to enhance the user's familiarity with the program. Superfluous labels or sections have been removed to save space and reduce screen clutter.

There are ten buttons at the right margin of the screen. They are from top to bottom, The Left and Right Scroll buttons; the FAA button; the BACK / FRONT of form button; the NEW form button; the SAVE form button; the DELETE form button; the PRINT form (3 part form icon) button, About CAVU and the EXIT button.

## **DESCRIPTION OF CONTROLS**

### **ABOUT CAVU**

The CAVU logo button displays important information about other products offered by CAVU and copyright information. Click the CAVU logo to display and turn off.

### **SCROLL BUTTONS**

The Left and Right Scroll buttons might better be named the "previous" and "next" form button. When pressed, the respective form, matching the criteria displayed, is presented. The criteria are those fields selected prior to clicking the scroll buttons. For instance, if CESSNA is displayed within the aircraft MAKE field and NARCO is displayed within the appliance MANUFACTURER field; the scrollable list of Form 337s would be limited to those forms matching these two fields irrespective of entries in other fields. The left scroll key begins with the most recently entered form and scrolls to older forms. The right scroll key begins with the first form entered and moves to more recent entries. To see the last form entered, press NEW, then press the left scroll button.

There are thirteen fields which are potentially queried to determine the criteria. They are MAKE, MODEL, REGISTRATION MARK, SERIAL NO., OWNER NAME, POWERPLANT MAKE, POWERPLANT, MODEL, PROPELLER MAKE, PROPELLER MODEL, APPLIANCE TYPE, APPLIANCE MANUFACTURER, APPLIANCE MODEL AND AGENCY NAME.

### **BACK / FRONT BUTTON**

To view and modify the back of the Form 337, which contains the description of work done, press BACK when the desired form appears. The button name changes to FRONT when clicked. To return to the front of the form, click the FRONT button. All other buttons are de-activated when BACK is pressed. They are automatically re-activated when FRONT is pressed.

### **NEW BUTTON**

The NEW button initializes the data entry screen and the pull down lists to their neutral state. When entering the data entry form initially, it is not necessary to click this button, however, no harm is done if you do.

Click the NEW button prior to entering a new form.

### **SAVE BUTTON**

Click this button whenever you have made changes to a form that you wish to keep. This applies to entry of new forms and modification of existing forms. The number of forms FORM 337 can save is limited only by available disk space.

### **DELETE BUTTON**

To remove existing forms from the database, scroll to the form using the scroll buttons and press DELETE. The form is removed from the database and can not be retrieved.

### **PRINT BUTTON**

The print button is represented as a “three-part-form” icon labeled PRINT (only one form is produced at a time). The form displayed is the form printed. After the front is printed, a message box appears to re-insert the page to print the back of the form. Familiarity with your printer is needed to insert the page correctly. The HP Deskjet 500 series requires that the form be placed front side up with the top edge inserted first. Do not press ENTER or click OK on the message box until the paper is re-inserted.

### **EXIT BUTTON**

To exit the program and return to the PROGRAM MANAGER (of Windows 3.x) or Your Desktop (of Windows 95), press EXIT. This removes FORM 337 from memory and the FORM 337 icon must be pressed again to restart the program.

**Note:** FORM 337 can remain in resident memory while other Window applications are run by starting FORM 337 as normal and pressing ALT + TAB to switch back to Program Manager without removing FORM 337.



If you exit FORM 337 without saving, any modifications or entries made on the displayed form will be lost and must be re-entered.

If you are using Windows 95 and the task bar hides the buttons described above, press START and select SETTINGS. Select TASK BAR and check AUTO HIDE. The task bar will reappear whenever you drag the mouse cursor off the bottom of the screen and re-hide when you lift the mouse cursor up into the screen.

## FORM INSTRUCTIONS

### **1. AIRCRAFT**

The first section of the form is assigned to aircraft information. Notice that there are three pull down lists (make, model and registration mark) and one data entry field (serial number).

The pull down lists are inter-connected, such that, if the user selects a manufacturer within the MAKE pull down list, the MODEL pull down list will only display models assigned to that manufacturer. Likewise, if a model is selected, the MAKE field fills with the appropriate entry, and the REGISTRATION MARK list will reflect only aircraft tail numbers belonging to aircraft of similar make and model. If the registration number is the first selection, then MAKE, MODEL, SERIAL NO. fields and owner information will be updated with the appropriate information.

If a model does not exist on the pull down list, select the MAKE pull down list and click on the desired manufacturer. Return to the MODEL pull down list and select (new model). When the cursor appears, enter the model name as it should appear on the Form 337. The model will be saved for future selection within the pull down list. Follow this same procedure for new registration numbers.

If a new registration number is entered, a serial number for the aircraft must also be entered. Registration and serial numbers are automatically converted to uppercase letters; it is not necessary to press the shift or cap lock key.

### **2. OWNER**

Section 2 is restricted to the aircraft owner's name and address. The owner's name and address fields are limited to two lines to accommodate the owner's name and address as they would appear on the registration certificate. The top or "first" owner's name field appears within a pull down list. If a tail number was selected in the aircraft section above, the owner's name and address may already appear. If a new first name needs to be added, open the pull down list by clicking the down arrow button adjacent to the field. Select (new owner) from the list shown. Enter the owner's name as it appears on the registration certificate then press ENTER. If a second name is required, enter the name in place of the line that reads "Name (As it appears on Reg certificate)". Use the space bar to remove any remaining letters of the instruction line.

The top line of the address field is highlighted if the owner's address is found within the database; otherwise, the instruction line of the address field (i.e. Address (As it appears on Reg certificate) ) is highlighted. Type over these instructions with the first line of the address. Press ENTER to proceed.

### **3. FOR FAA USE ONLY**

This field is missing from the data entry screen to preserve space but is reproduced accurately on the printed form. To enter text in box 3, press the button labeled FAA. A pull down list appears. Click the open list button (to the right of the list box) and a list of saved scripts will appear. If the script you desire is not present, click on the (new script) entry. Type the script as it is to appear, in the FAA Only section within the box that appears on the screen. When finished, click the FAA button again to remove the entry box from the screen. The script is now saved and can be used within subsequent forms.

### **4. UNIT IDENTIFICATION**

This section contains three modifiable rows and three modifiable columns. The Appliance row has an additional row to identify the appliance type, otherwise all rows and columns act similarly.

To select a powerplant / propeller / appliance, open the appropriate MAKE pull-down list, by clicking the down arrow adjacent to the field. Select the desired manufacturer by clicking the name listed. The MODEL pull down list will be limited to those models which match the make displayed. Note: Due to the large and ever-growing list of models, the lists may not be complete. Entering additional models is simple and to be expected. The appliance type and model fields are not list boxes. The type and model must be entered from the keyboard.

Enter the serial number of the powerplant / propeller / appliance within the SERIAL NO. column and press ENTER.

### **5. TYPE**

Using the mouse, click on the appropriate box(es) under the TYPE column. You may "check" REPAIR, ALTERATION or both. The user may use the keyboard "X", spacebar or ENTER keys to change the entry.

### **6. CONFORMITY STATEMENT**

Section six includes the agency's name, address, kind, certificate number and date. The agency's name is a pull-down list field. If no agencies have been entered

previously, select (new agency) from the pull down list. Enter the agency's name and address. The address is limited to three lines.

Select the appropriate agency type by clicking on one of the four selections. U.S. Certificate Mechanic is the default selection.

Enter the Agency's Certificate number or press ENTER to accept what is shown. Three lines below the certificate number are available for ratings.

A pull-down list below the certificate number contains the names of mechanics to print within the signatory box. Select the blank entry if no name is to appear below the signature.

Today's date will appear as the default within the DATE field when the mouse is clicked in the middle of the box to the right of the word DATE. You may enter a different date, using the MM/DD/YY format. To accept the date, press ENTER or simply move to another field.

## **7. APPROVAL FOR RETURN TO SERVICE**

The top section is for approval or rejection of the form and the bottom section is to identify the inspector. These options may be left blank for completion manually. The top section contains two groups of option buttons. Only one button can be selected within each. To select or deselect an option, click on the option circle. The down arrow button in the left bottom corner can be pressed to reveal the signature line of box 7. Enter the date, certificate number and name of the authorizing individual. The name will appear at the lower margin of the signature box. Press the arrow button pointing up to return to the main screen.

## **8. DESCRIPTION OF WORK**

To enter a description of the work accomplished, press the BACK button. A panel will appear over the form and the buttons to the right will be temporarily disabled. The BACK button itself will be renamed FRONT.

Previously saved text may be used by using the pull-down list above the text field entitled "SELECT OR SAVE NARRATIVE". Select the title that matches the previously saved text.

The data entry field behaves much in the same way as a simple word processor. Words will wrap automatically when the right margin is reached. You may use the backspace, spacebar, arrow keys and the mouse to position the cursor, however, backspace and spacebar remove the character to the left and right of the cursor respectively. When printing, words will automatically wrap, but may not wrap in the same positions as on the screen.

After the last line of data is printed, a line of dashes broken by the word END automatically appears on the form.

Press FRONT to return to the FORM 337 data entry screen. All buttons are reactivated. If a narrative title is displayed or entered within the pull-down list, the entire narrative will be saved for future use.

The Microsoft Windows Clipboard may be used in conjunction with word processors to import data.

### **SAVING THE FORM**

To save the form displayed, press the SAVE button. If you exit the program or scroll to another form without saving the form, new forms are not saved and modifications to an existing form are lost.

Any additions to MAKE, MODEL and AGENCY pull-down lists are saved.