

European Aero-Medical Repository

User Training for
Medical Assessors

Version 0.1

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1 Introduction

The European Aero-Medical Repository (EAMR) aims to facilitate the sharing of information regarding the medical certification of pilots (class 1 applicants) among Member States (medical assessors of the licensing authority, aeromedical examiners and aeromedical centers), while respecting patient confidentiality and ensuring protection of personal data.

The purpose of this document is to serve as a guide for NAA Staff looking to use the EAMR service.

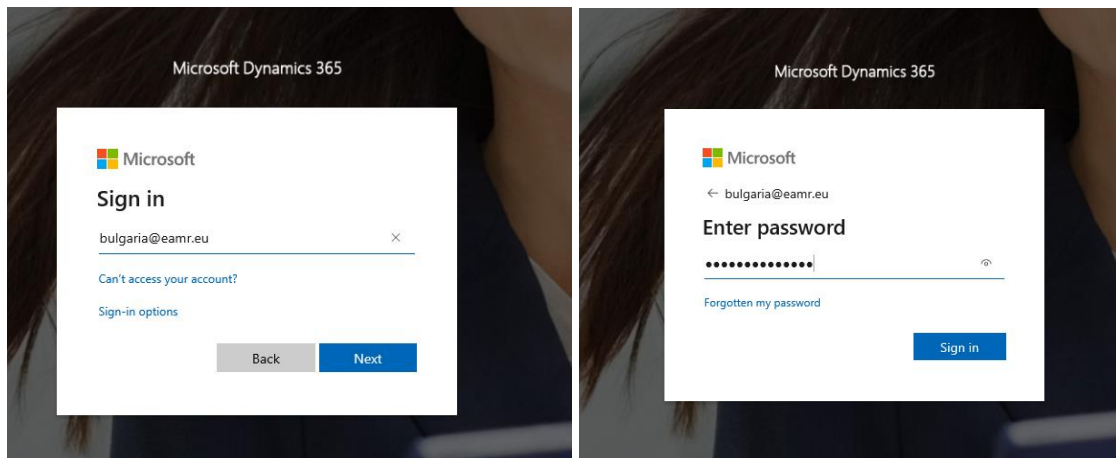
2 Getting Started

2.1 Login to the EAMR Application

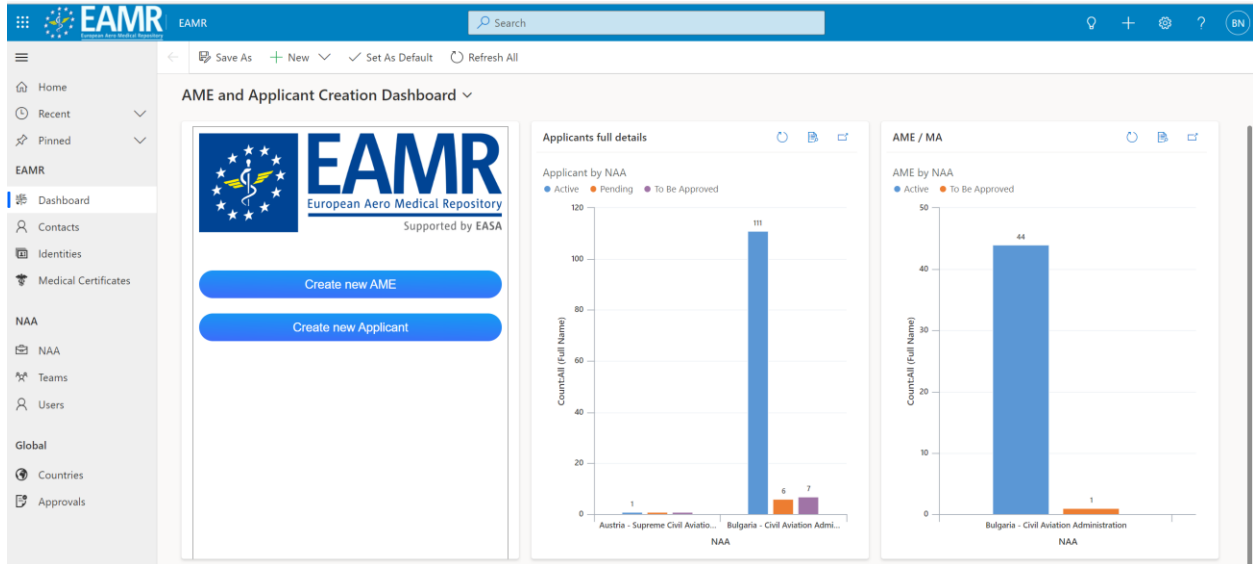
To access the EAMR application please follow the link below:

<https://euaviation.crm4.dynamics.com/>

Please enter the credentials provided by your EAMR administrator at the login prompts:



Upon login you will be presented with the main EAMR dashboard section as shown below:

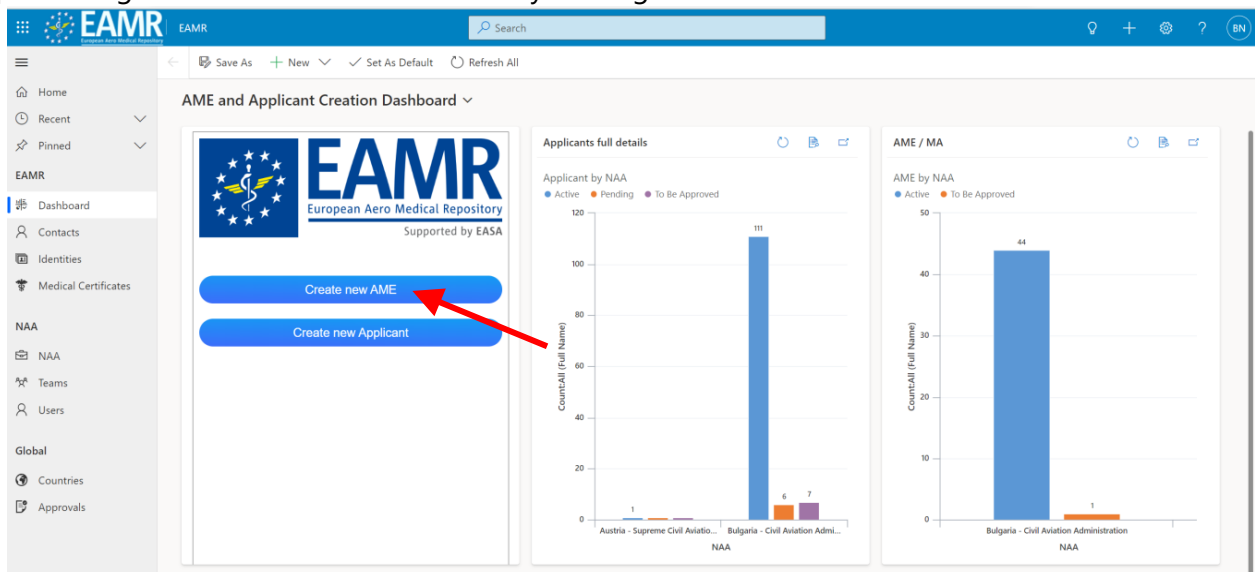


3 Managing AMEs

3.1 Creating an account for an AME

Please follow the steps below to create a new account for an Aero-Medical Examiner.

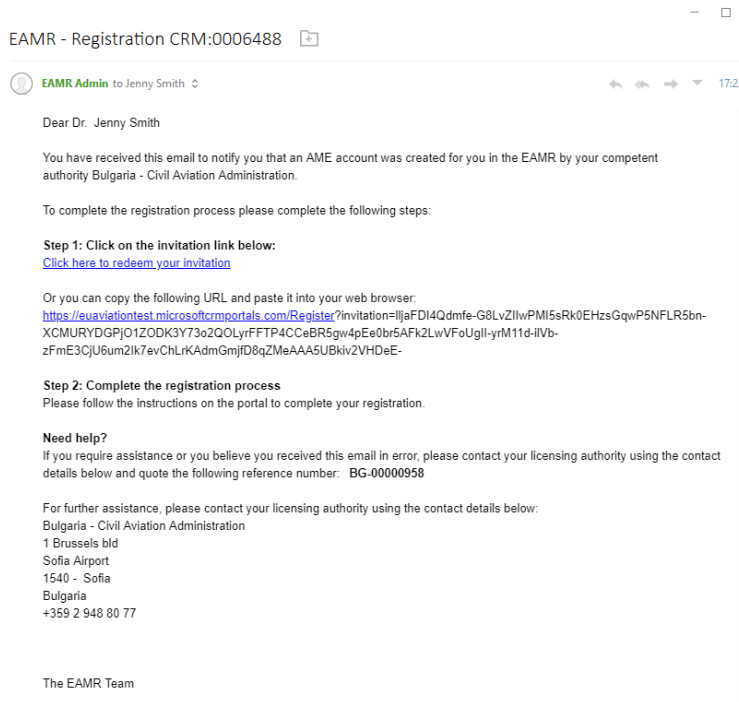
Step 1. Navigate to the dashboard section by clicking on the "CREATE NEW AME" button.



Step 2. The AME creation screen is displayed. Please enter the examiner's personal details, including certificate number, Issue Date and Validity Date.

The screenshot shows the EAMR system interface. The top navigation bar includes the EAMR logo, a search bar, and various utility icons. The left sidebar contains navigation options like Home, Recent, Pinned, EAMR, Dashboard, Contacts, Identities, Medical Certificates, NAA, Teams, Users, Global, Countries, and Approvals. The main content area displays the profile for 'Jenny Smith - Saved' with the role of 'AME' and 'Owner' for 'Bulgaria - Civil Aviation Administration'. The 'CONTACT INFORMATION' section includes fields for First Name (Jenny), Family Names (Smith), Previous Name, E-mail (jenny.smith@ondynamics.com), Business Phone (01234 5678 900), and Age Category. The 'CERTIFICATE INFORMATION' section includes Certificate Number (CERT/AME/0001), Certificate Issue Date (22.02.2020), Head of AeMC (Yes), and Certificate Validity Date (22.02.2021). A 'NAA Information' box on the right shows 'Bulgaria - Civil Aviation Administration'.

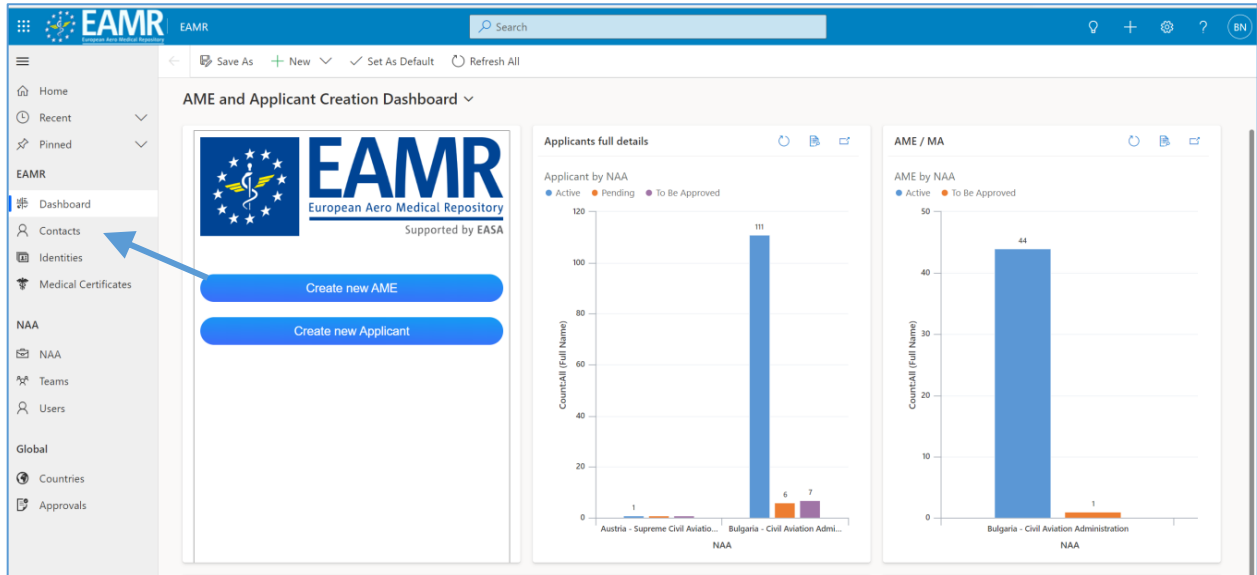
Step 3. Press the SAVE button. The AME's account will be created and an automated e-mail will be sent to the address entered in the AME form. The email contains instructions for the AME to follow in order to access the EAMR portal.



3.2 Resetting a password for an AME

To reset an AME's portal password please follow the steps below:

Step 1. Find the AME account by selecting the Contacts section.

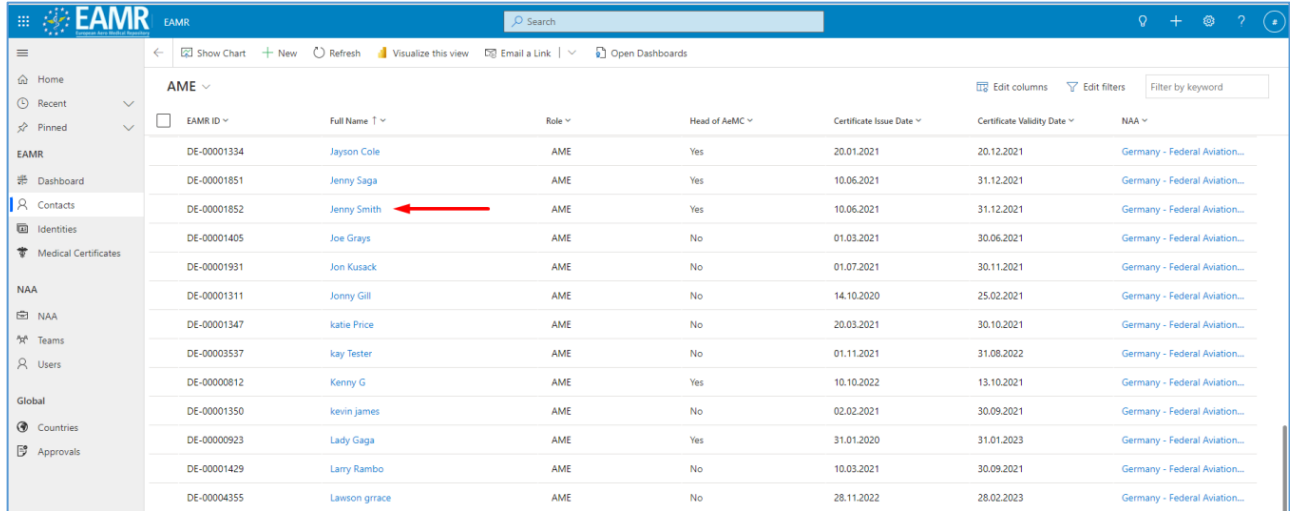


Step 2. Switch to the AME view by clicking on the View selector.

The screenshot shows the 'All Active Contacts' view in EAMR. A red arrow points to the 'AME' view selector. The table below shows a list of contacts with columns for ID, Name, Role, and Status.

ID	Name	Role	Status
DE-00001565	Angela Marckmann	MA	To Be Approved
DE-00004105	anna blue	Applicant	Active
DE-00001048	App Test 1	Applicant	Active
DE-00001058	appl test 2	Applicant	Active
DE-00000897	Arthur Dent	AME	Active

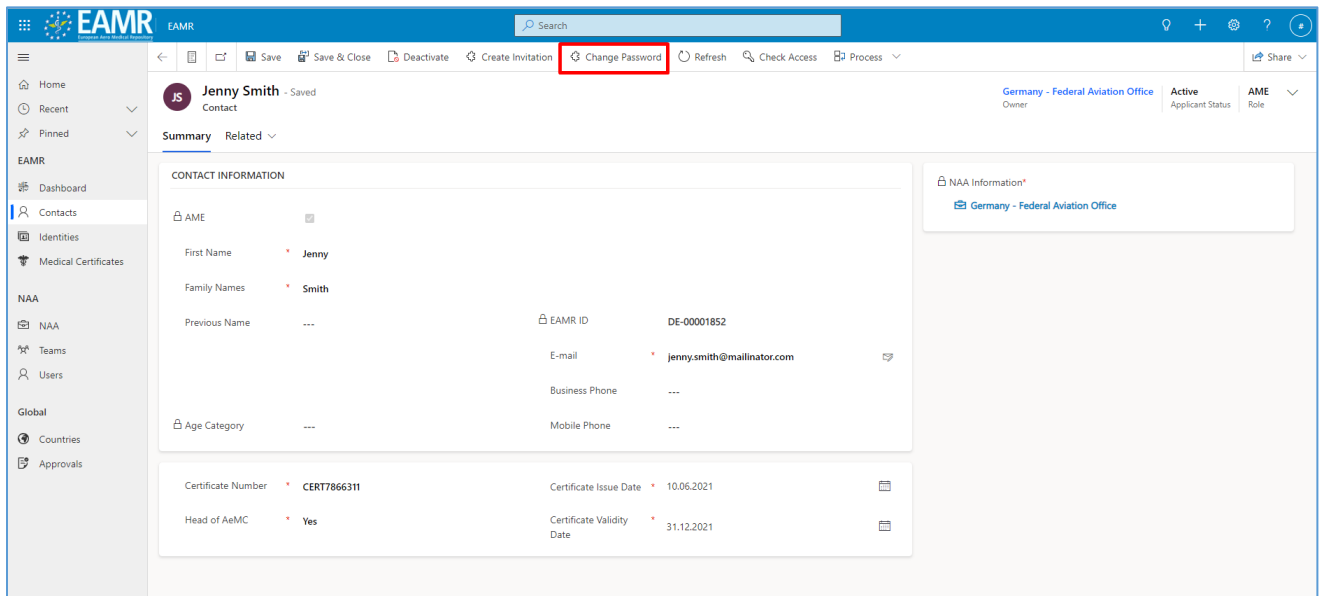
Step 3. Click on the relevant AME contact record.



The screenshot shows the EAMR interface with a table of AME records. A red arrow points to the record for Jenny Smith.

EAMR ID	Full Name	Role	Head of AeMC	Certificate Issue Date	Certificate Validity Date	NAA
DE-00001334	Jayson Cole	AME	Yes	20.01.2021	20.12.2021	Germany - Federal Aviation...
DE-00001851	Jenny Saga	AME	Yes	10.06.2021	31.12.2021	Germany - Federal Aviation...
DE-00001852	Jenny Smith	AME	Yes	10.06.2021	31.12.2021	Germany - Federal Aviation...
DE-00001405	Joe Grays	AME	No	01.03.2021	30.06.2021	Germany - Federal Aviation...
DE-00001931	Jon Kusack	AME	No	01.07.2021	30.11.2021	Germany - Federal Aviation...
DE-00001311	Jonny Gill	AME	No	14.10.2020	25.02.2021	Germany - Federal Aviation...
DE-00001347	katie Price	AME	No	20.03.2021	30.10.2021	Germany - Federal Aviation...
DE-00003537	kay Tester	AME	No	01.11.2021	31.08.2022	Germany - Federal Aviation...
DE-00000812	Kenny G	AME	Yes	10.10.2022	13.10.2021	Germany - Federal Aviation...
DE-00001350	kevin james	AME	No	02.02.2021	30.09.2021	Germany - Federal Aviation...
DE-00000923	Lady Gaga	AME	Yes	31.01.2020	31.01.2023	Germany - Federal Aviation...
DE-00001429	Larry Rambo	AME	No	10.03.2021	30.09.2021	Germany - Federal Aviation...
DE-00004355	Lawson grace	AME	No	28.11.2022	28.02.2023	Germany - Federal Aviation...

Step 4. In the AME record screen please select the CHANGE PASSWORD option in the menu area.



The screenshot shows the EAMR interface for the AME record of Jenny Smith. The 'Change Password' option is highlighted in the top menu.

Summary Related

CONTACT INFORMATION

AME

First Name * Jenny

Family Names * Smith

Previous Name ---

EAMR ID DE-00001852

E-mail * jenny.smith@mailinator.com

Business Phone ---

Age Category ---

Mobile Phone ---

Certificate Number * CERT7866311

Certificate Issue Date * 10.06.2021

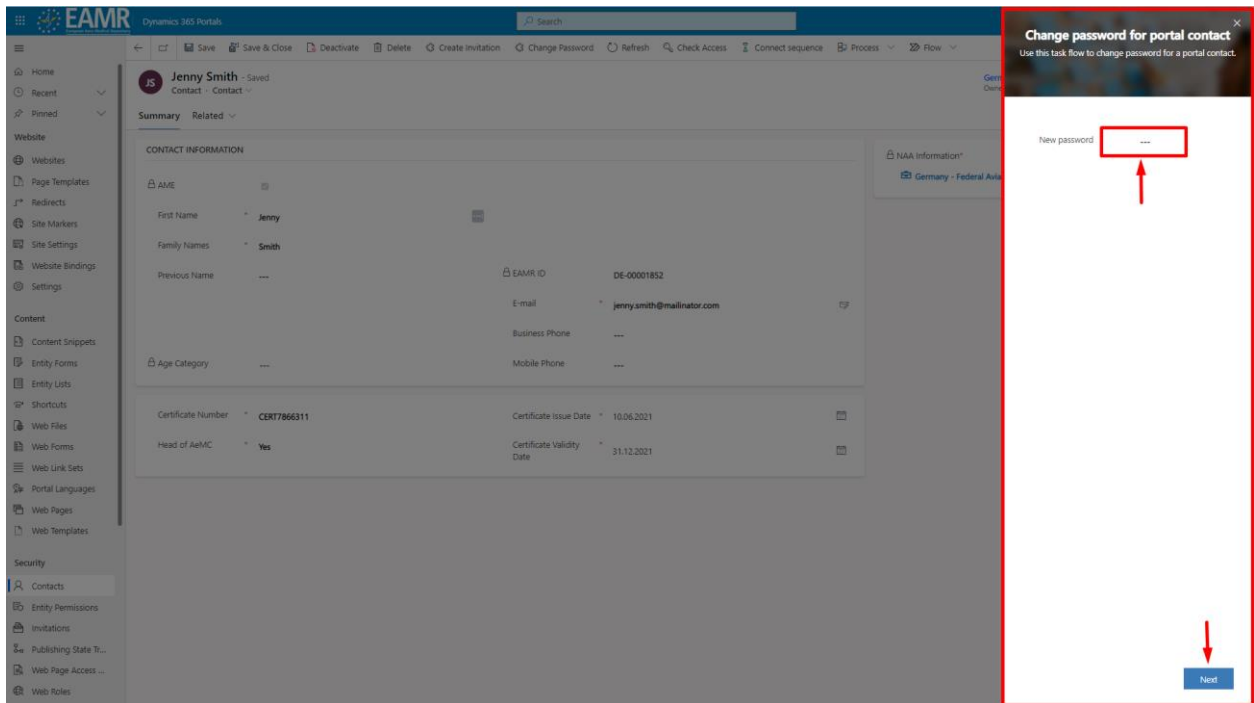
Head of AeMC * Yes

Certificate Validity Date * 31.12.2021

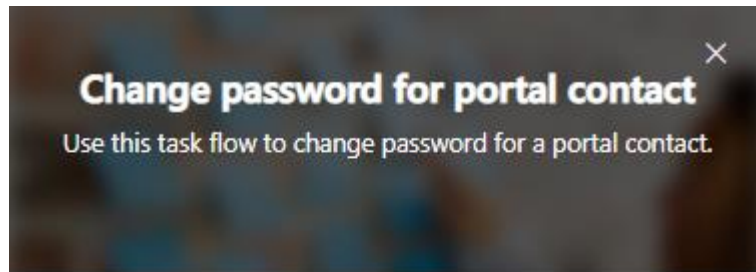
NAA Information*

Germany - Federal Aviation Office

Step 5. In the "Change Password" popup, please enter the AME's new password and press the Next button.



Step 6. The password change confirmation is displayed. Please communicate the password to the AME using a secure method.

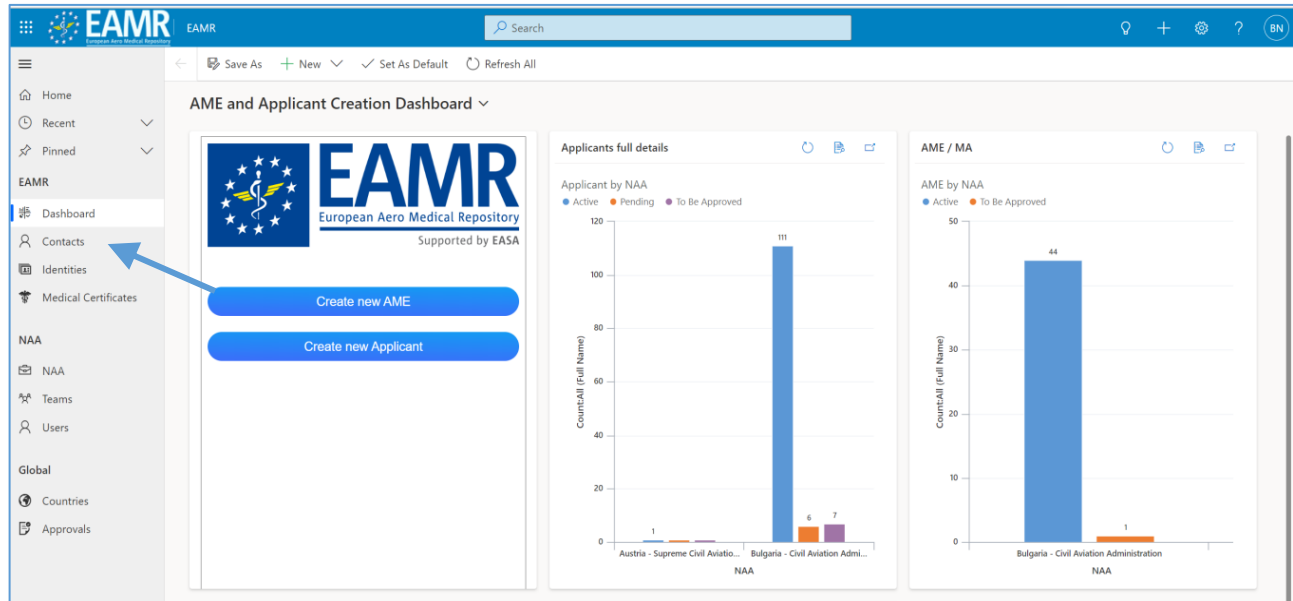


Password has been changed successfully. You can close this window.

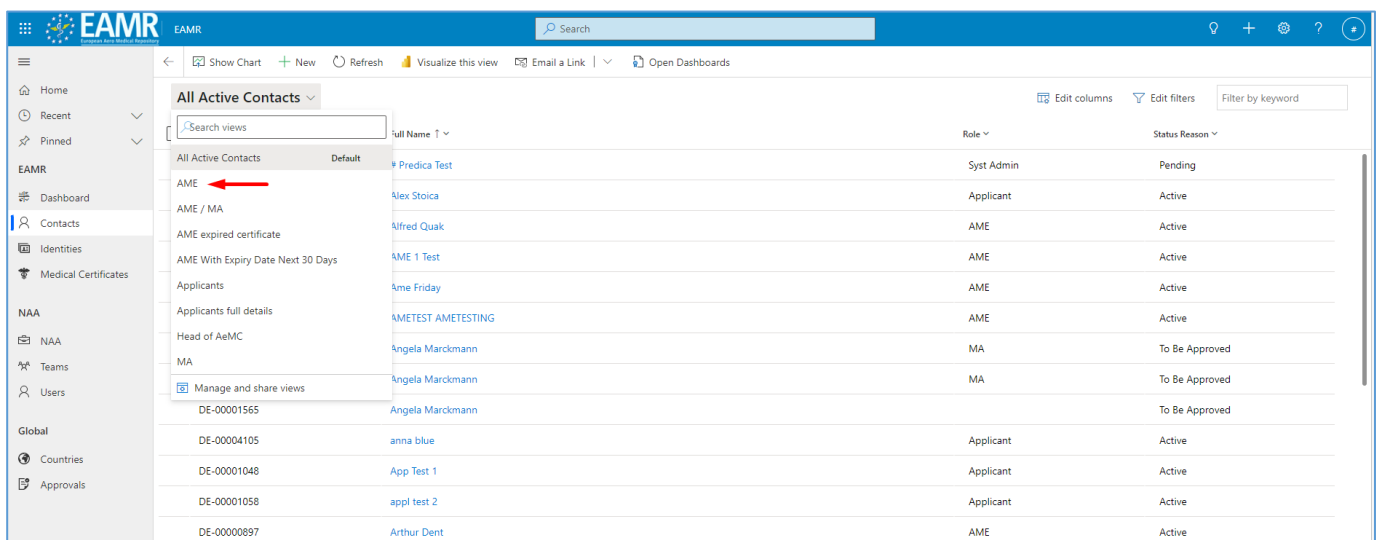
3.3 Deactivating an AME account

Please follows the steps below to deactivate an AME account.

Step 1. Navigate the contact list by selecting the Contacts section.



Step 2. Switch to the AME view by expanding the drop down list.



Step 3. Click on the relevant AME contact record.

The screenshot shows the EAMR system interface with a list of AME contact records. The table has columns for EAMR ID, Full Name, Role, Head of AeMC, Certificate Issue Date, Certificate Validity Date, and NAA. The record for Jenny Smith (EAMR ID: DE-00001852) is highlighted with a red arrow.

EAMR ID	Full Name	Role	Head of AeMC	Certificate Issue Date	Certificate Validity Date	NAA
DE-00001334	Jayson Cole	AME	Yes	20.01.2021	20.12.2021	Germany - Federal Aviation...
DE-00001851	Jenny Saga	AME	Yes	10.06.2021	31.12.2021	Germany - Federal Aviation...
DE-00001852	Jenny Smith	AME	Yes	10.06.2021	31.12.2021	Germany - Federal Aviation...
DE-00001405	Joe Grays	AME	No	01.03.2021	30.06.2021	Germany - Federal Aviation...
DE-00001931	Jon Kusack	AME	No	01.07.2021	30.11.2021	Germany - Federal Aviation...
DE-00001311	Jonny Gill	AME	No	14.10.2020	25.02.2021	Germany - Federal Aviation...
DE-00001347	katie Price	AME	No	20.03.2021	30.10.2021	Germany - Federal Aviation...
DE-00003537	kay Tester	AME	No	01.11.2021	31.08.2022	Germany - Federal Aviation...
DE-00000812	Kenny G	AME	Yes	10.10.2022	13.10.2021	Germany - Federal Aviation...
DE-00001350	kevin james	AME	No	02.02.2021	30.09.2021	Germany - Federal Aviation...
DE-00000923	Lady Gaga	AME	Yes	31.01.2020	31.01.2023	Germany - Federal Aviation...
DE-00001429	Larry Rambo	AME	No	10.03.2021	30.09.2021	Germany - Federal Aviation...
DE-00004355	Lawson grace	AME	No	28.11.2022	28.02.2023	Germany - Federal Aviation...

Step 4. In the AME record screen please select the DEACTIVATE option in the menu area, and confirm the deactivation in the popup dialog by pressing the "Deactivate" button.

The screenshot shows the EAMR system interface for the AME record of Jenny Smith. The top menu bar has a 'Deactivate' option highlighted with a red box. A 'Confirm Deactivation' dialog box is open in the center, with the 'Deactivate' button highlighted with a red box. The dialog box contains the following text: "Do you want to deactivate the selected 1 Contact? You can reactivate it later, if you wish. This action will set the Contact as inactive. There may be records in the system that continue to reference these inactive records."

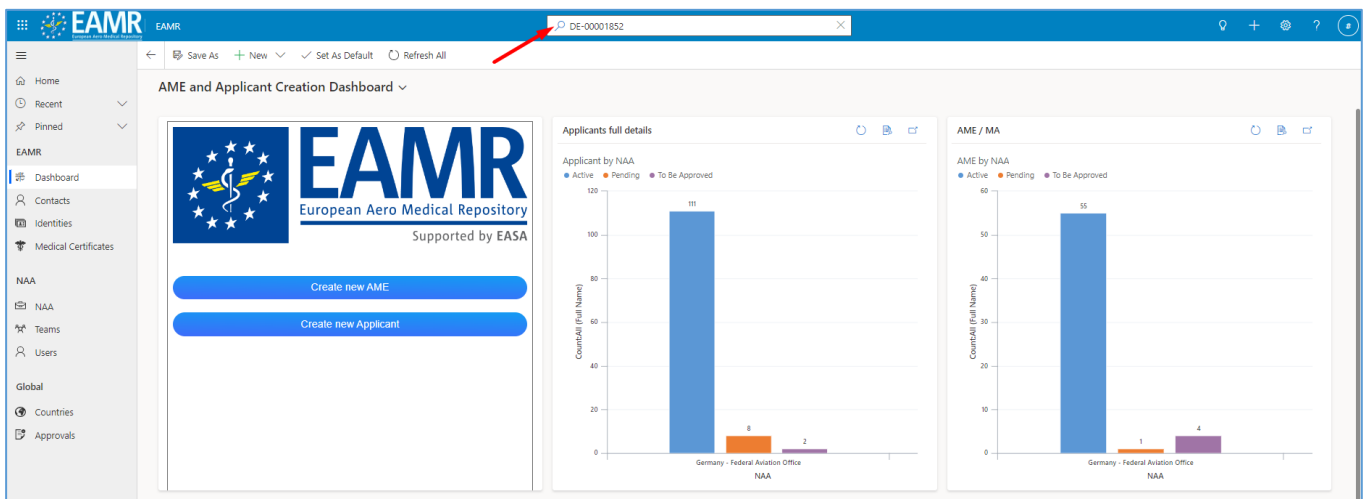
4 Processing of Applicants

This sections describes the various actions a MA may carry out on Applicant records.

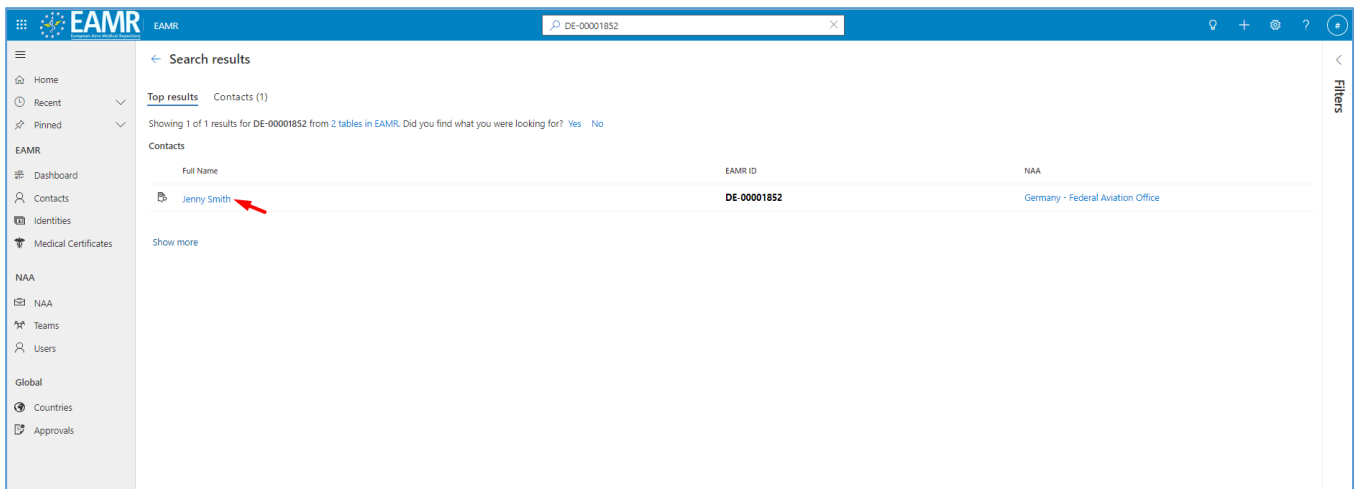
4.1 Search for an applicant – via the EAMR global search

Please follow the steps below in order to find an applicant record by EAMR ID.

Step 1. Click on the Search magnifying glass in the top section of the application, and enter the applicant's EAMR ID.



Step 2. Click on the relevant applicant record listed in the results section.



4.2 Search for an applicant – via the Contacts view

Please follow the steps below in order to find an applicant record via the contacts view

Step 1. Find the applicant record by selecting the Contacts section.



Step 2. Select one of the Applicant views to list relevant applicant records.

The screenshot shows the EAMR dashboard with the 'All Active Contacts' view selected. The table displays a list of applicant records with columns for Full Name, Role, and Status Reason.

Full Name	Role	Status Reason	
# Predica Test	Syst Admin	Pending	
Alex Stoica	Applicant	Active	
Alfred Quak	AME	Active	
AME 1 Test	AME	Active	
Ame Friday	AME	Active	
AMETEST AMETESTING	AME	Active	
Angela Marckmann	MA	To Be Approved	
Angela Marckmann	MA	To Be Approved	
Angela Marckmann		To Be Approved	
DE-00001565			
DE-00004105	anna blue	Applicant	Active
DE-00001048	App Test 1	Applicant	Active
DE-00001058	appl test 2	Applicant	Active
DE-00000897	Arthur Dent	AME	Active
DE-00001413	acfeef weterge	Applicant	Active
DE-00001544	Bärbel Lange		To Be Approved
DE-00001353	Barry Thompson	AME	Active

Step 3. Select the relevant applicant record from the resulting list by double clicking.

The screenshot shows a table with the following columns: EAMR ID, First Name, Family Names, Status Reason, DOB, Age Category, Applicant File ID, Email, and NAA. The first row is highlighted with a red box, and a red arrow points to the 'james' entry in the 'First Name' column.

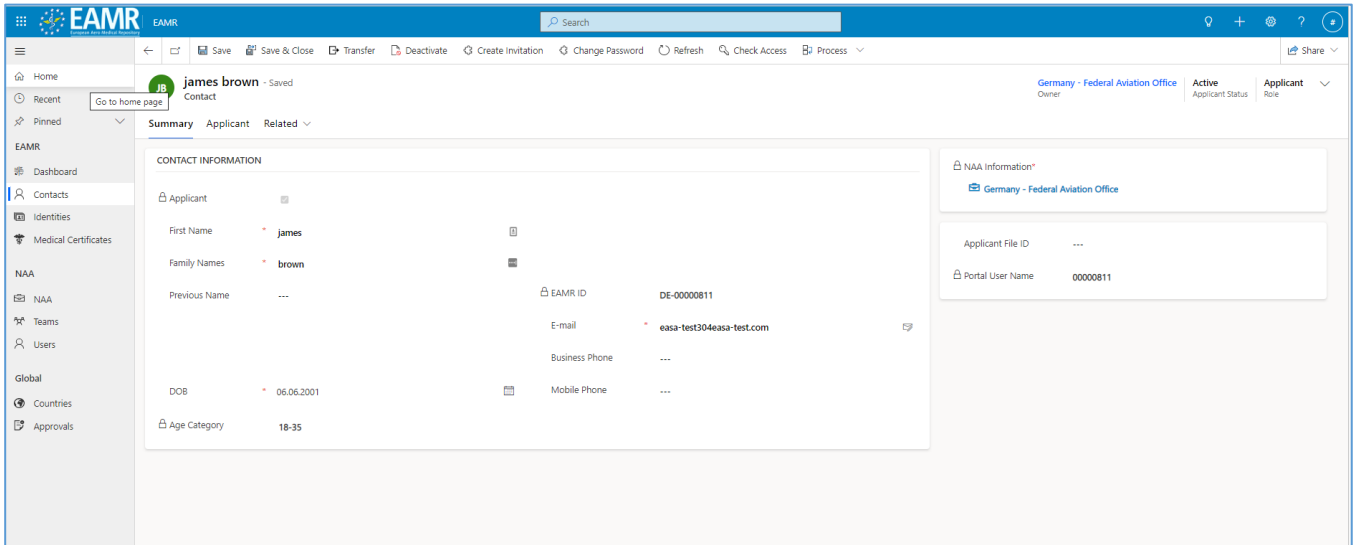
EAMR ID	First Name	Family Names	Status Reason	DOB	Age Category	Applicant File ID	Email	NAA
DE-00000811	james	brown	Active	06.06.2001	18-35	eesa-test304eesa-test.com	Germany - Federal Aviati...	
DE-00000813	Betty	Wright	Active	06.06.1866	65 +	eesa-test94eesa-test.com	Germany - Federal Aviati...	
DE-00000814	Mavin	Gaye	Active	06.06.1887	65 +	eesa-test482eesa-test.com	Germany - Federal Aviati...	
DE-00000834	bobby	brown	Active	06.12.1996	18-35	eesa-test103eesa-test.com	Germany - Federal Aviati...	
DE-00000851	lenox	lewis	Active	06.08.1916	65 +	eesa-test430eesa-test.com	Germany - Federal Aviati...	
DE-00000852	Freddy	Mercury	Active	11.12.1980	35-55	eesa-test226eesa-test.com	Germany - Federal Aviati...	
DE-00000853	jason	borne	Active	06.12.1930	65 +	eesa-test327eesa-test.com	Germany - Federal Aviati...	
DE-00000854	bob	marley	Active	06.12.1926	65 +	Bobm@mailinator.com	Germany - Federal Aviati...	
DE-00000855	Bob	Marley	Active	06.12.1936	65 +	Bob@mailinator.com	Germany - Federal Aviati...	
DE-00000890	Wutz	Urmel	Pending	25.05.1971	35-55	eesa-test742eesa-test.com	Germany - Federal Aviati...	
DE-00000891	Wutza	Urmula	Active	09.04.2000	18-35	eesa-test743eesa-test.com	Germany - Federal Aviati...	
DE-00000902	Dirk	Bakker	Active	07.03.1981	35-55	eesa-test188eesa-test.com	Germany - Federal Aviati...	
DE-00000908	Marvin Marius Alboisius	Hitchhiker	Active	25.05.1995	18-35	eesa-test477eesa-test.com	Germany - Federal Aviati...	
DE-00000910	Hallo	Hello	Active	03.12.1999	18-35	eesa-test247eesa-test.com	Germany - Federal Aviati...	
DE-00000911	Bruce	Wayne	Active	15.11.1965	55-60	eesa-test119eesa-test.com	Germany - Federal Aviati...	
DE-00000913	Clark	Kent	Active	18.06.1971	35-55	eesa-test146eesa-test.com	Germany - Federal Aviati...	
DE-00000917	Zaphod	Beeblebrox	Active	25.05.1971	35-55	eesa-test748eesa-test.com	Germany - Federal Aviati...	
DE-00000932	Flash	Gordon	Active	01.11.1980	35-55	eesa-test221eesa-test.com	Germany - Federal Aviati...	
DE-00000934	John	LaMotta	Active	08.01.1939	65 +	eesa-test365eesa-test.com	Germany - Federal Aviati...	
DE-00000954	katie	miller	Active	16.06.1966	55-60	eesa-test400eesa-test.com	Germany - Federal Aviati...	
DE-00000956	Hardly	chase	Active	06.06.1966	55-60	eesa-test260eesa-test.com	Germany - Federal Aviati...	
DE-00000957	jamie	Oliver	Active	06.06.1966	55-60	eesa-test311eesa-test.com	Germany - Federal Aviati...	
DE-00000965	tyson	Fury	Active	26.06.1976	35-55	eesa-test712eesa-test.com	Germany - Federal Aviati...	

Step 4. You may also filter the view by EAMR ID.

The screenshot shows the same table as in Step 3, but with a filter applied to the 'EAMR ID' column. The filter box in the top right corner contains the text 'DE-00000811'. Only the first row of the table is visible, corresponding to the filtered EAMR ID.

EAMR ID	First Name	Family Names	Status Reason	DOB	Age Category	Applicant File ID	Email	NAA
DE-00000811	james	brown	Active	06.06.2001	18-35	eesa-test304eesa-test.com	Germany - Federal Aviati...	

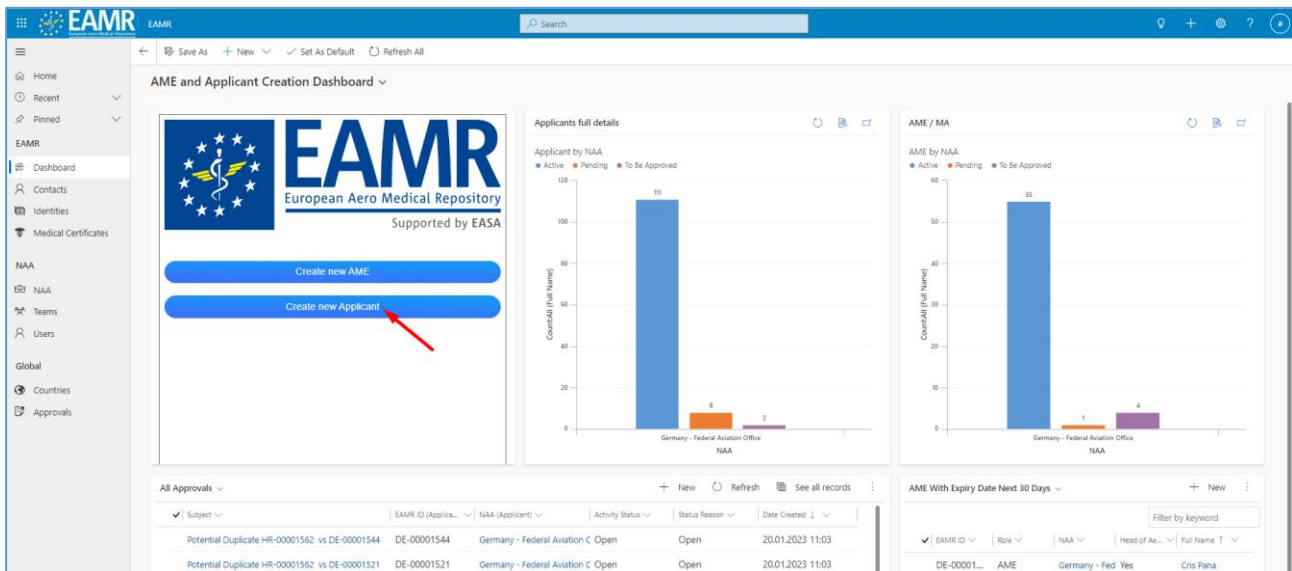
Step 5. Double click on the AME's name to open the corresponding contact record.



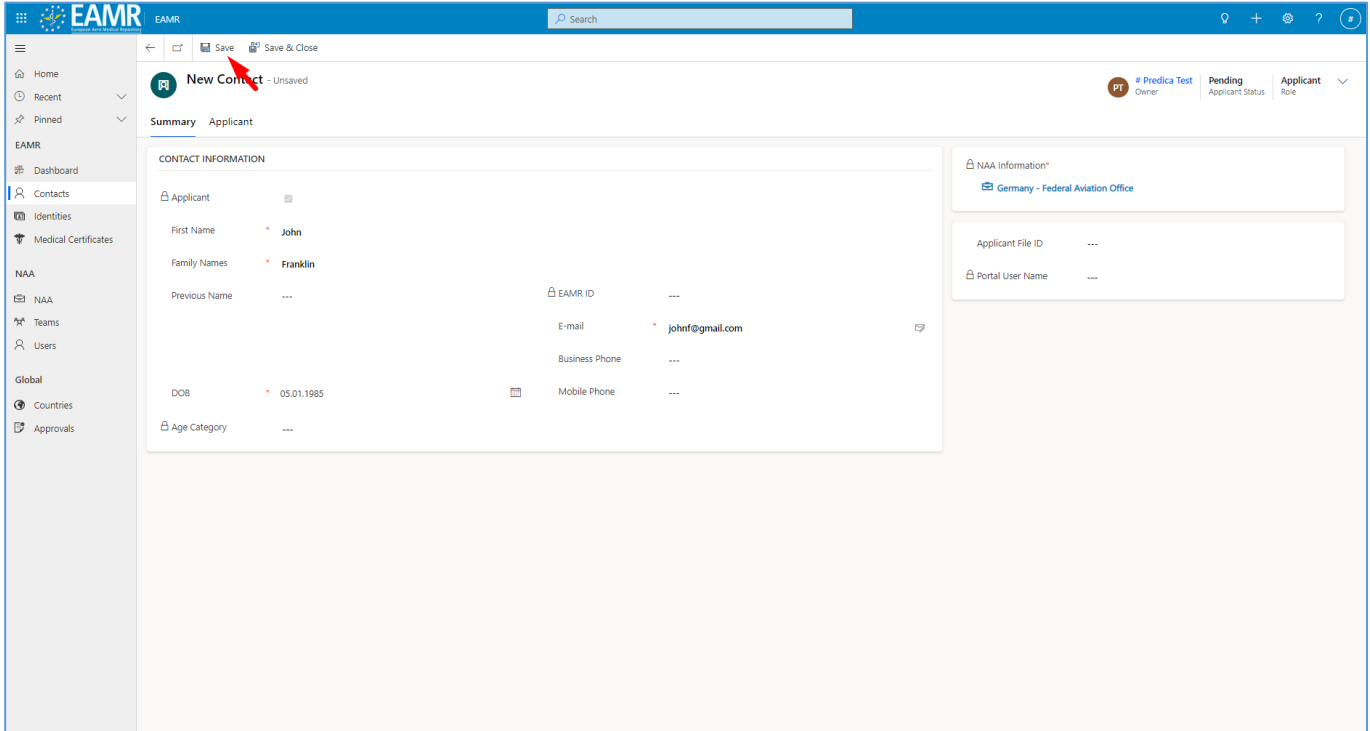
4.3 Add an applicant to EAMR

Please follow the steps below to create a new applicant record.

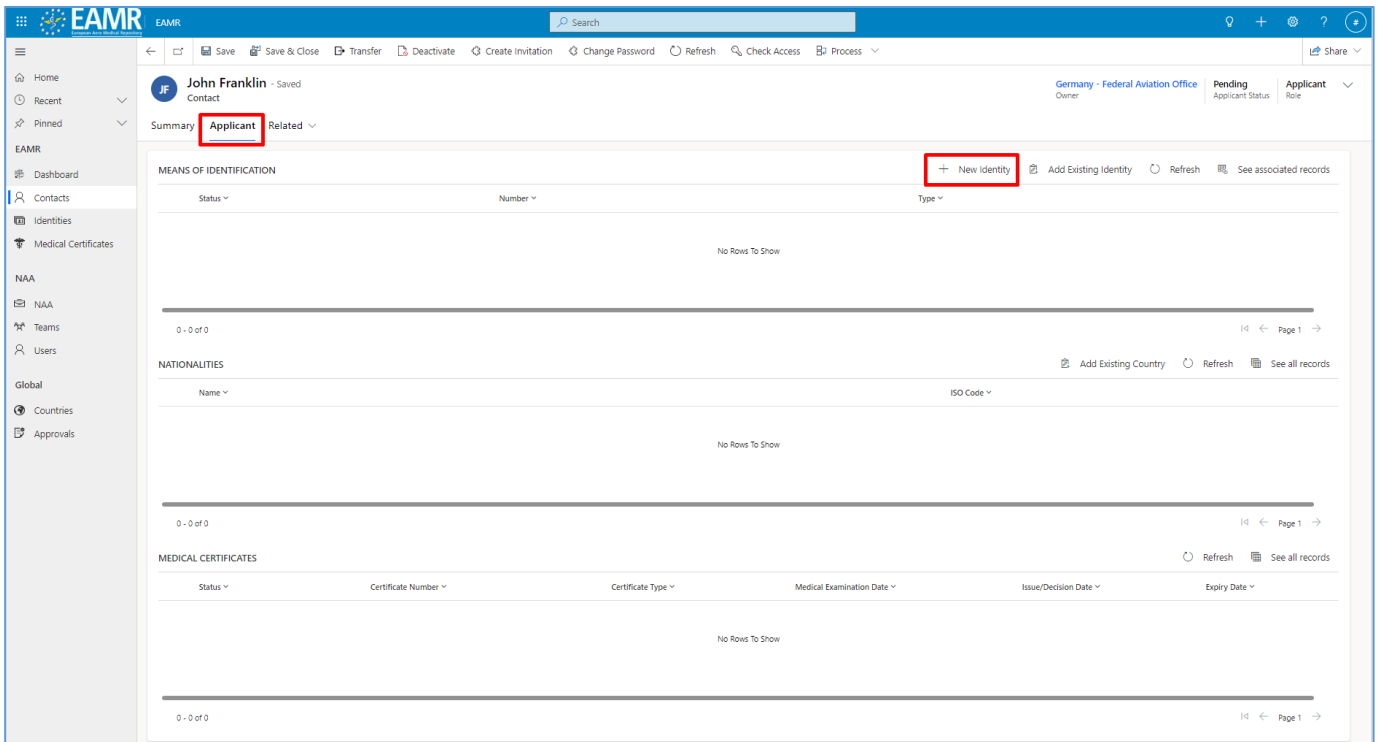
Step 1. Navigate to the AME and Applicant Creation Dashboard by clicking on the CREATE NEW APPLICANT button.



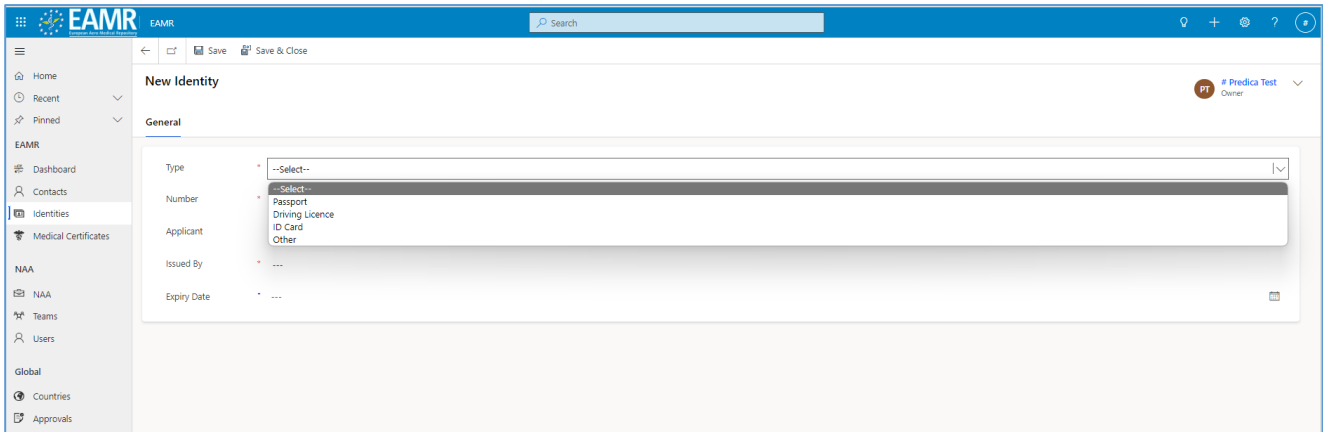
Step 2. Enter the applicant's personal details and press the Save button.



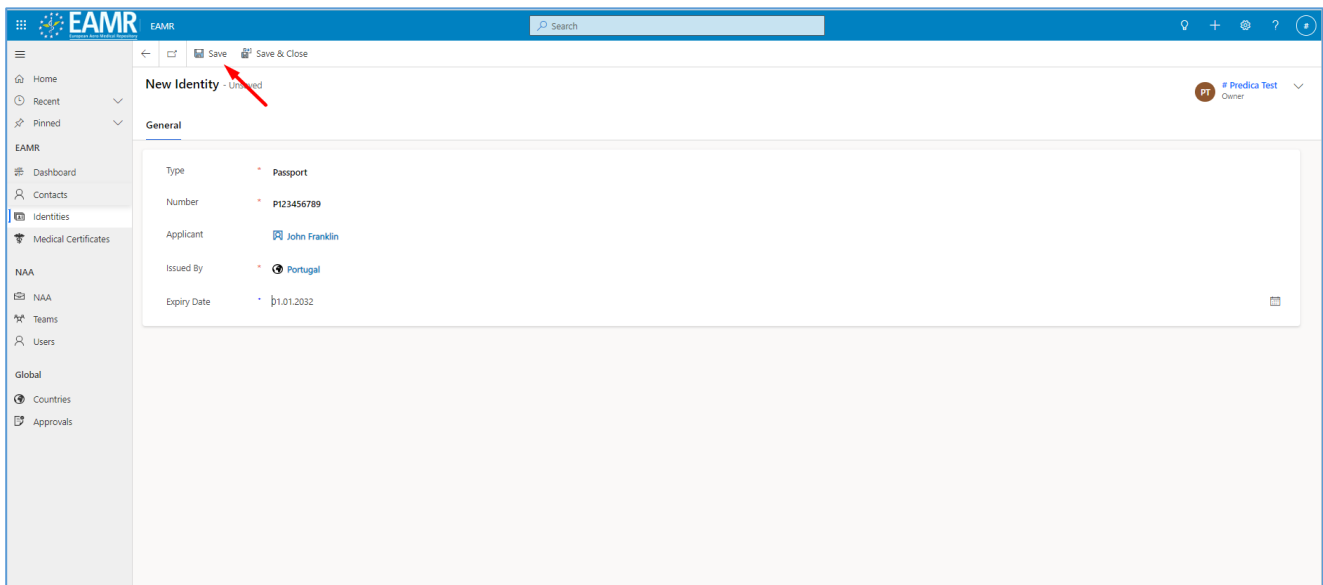
Step 3. Click on the Applicant tab section to add an identification document for the applicant.



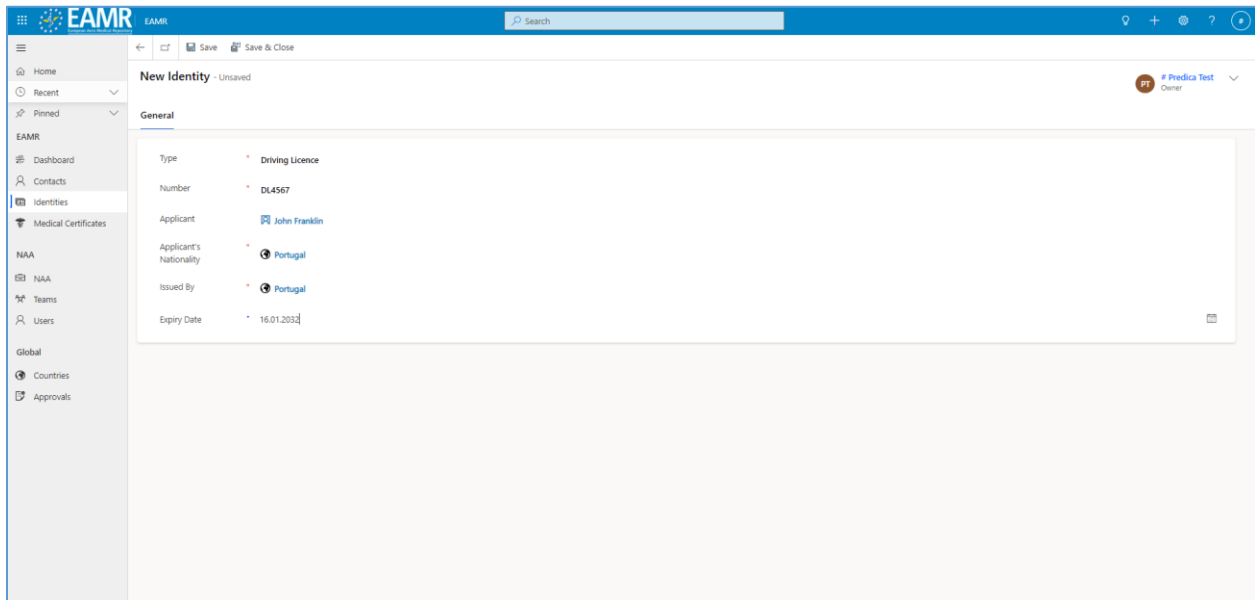
Step 4. Please select the corresponding documentation type from the dropdown list shown below.



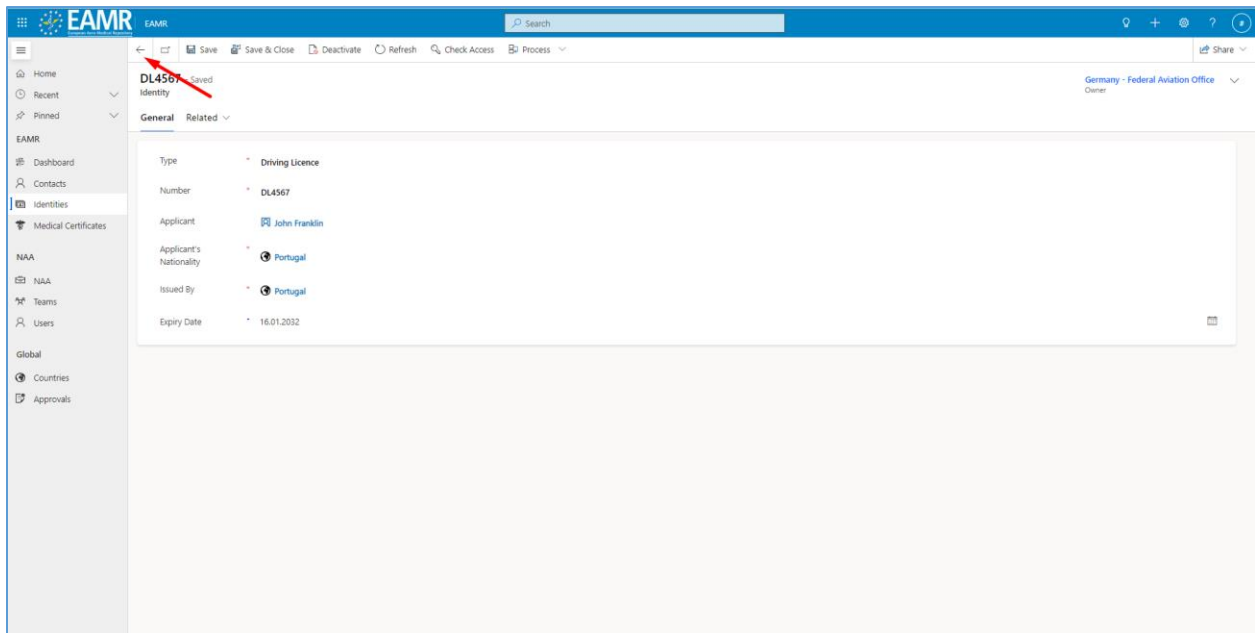
Step 5. Enter the relevant document information and press the save button.



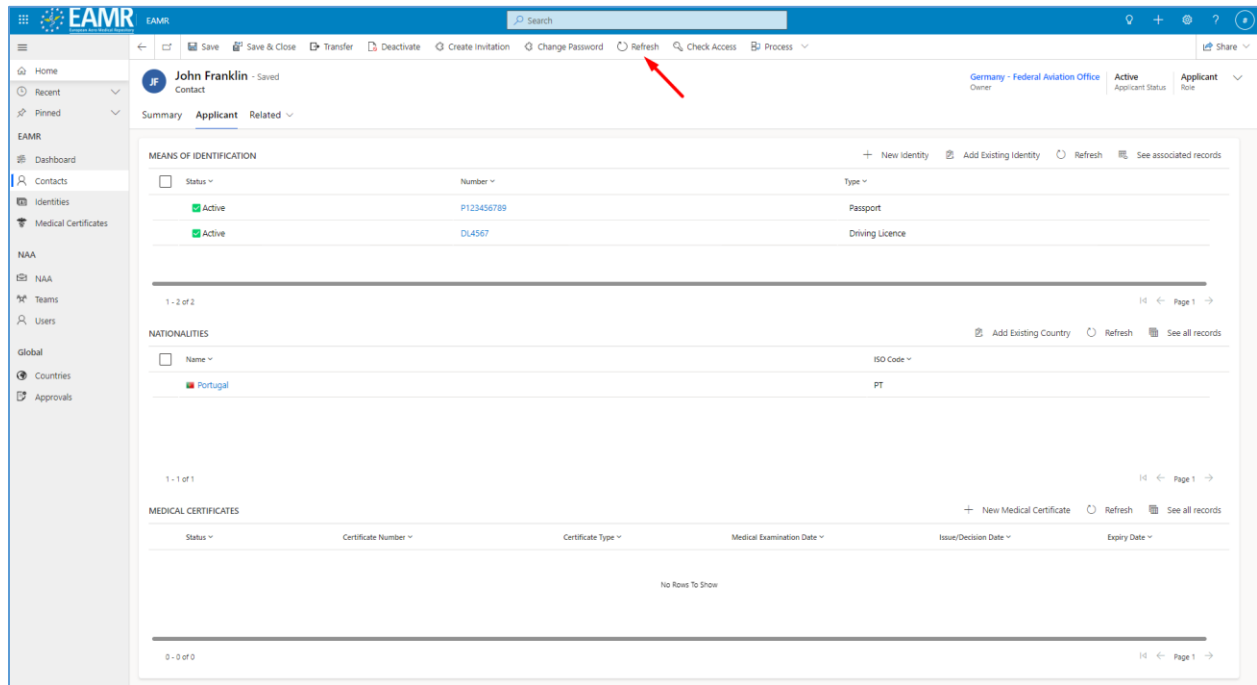
Step 6. For Driving License and Other identification documents please also enter the applicant's nationality.



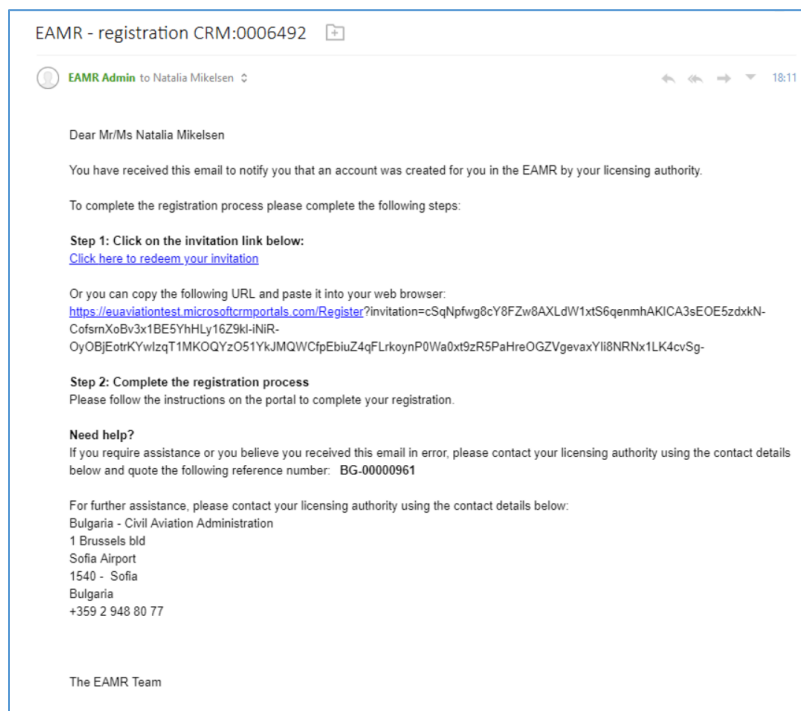
Step 7. Once the record has been saved please go back to the applicant screen.



Step 8. Back in the applicant screen, the identification documents are displayed. Please press the refresh icon in the Means of Identification and Nationalities sections if the new documentation is not displayed.



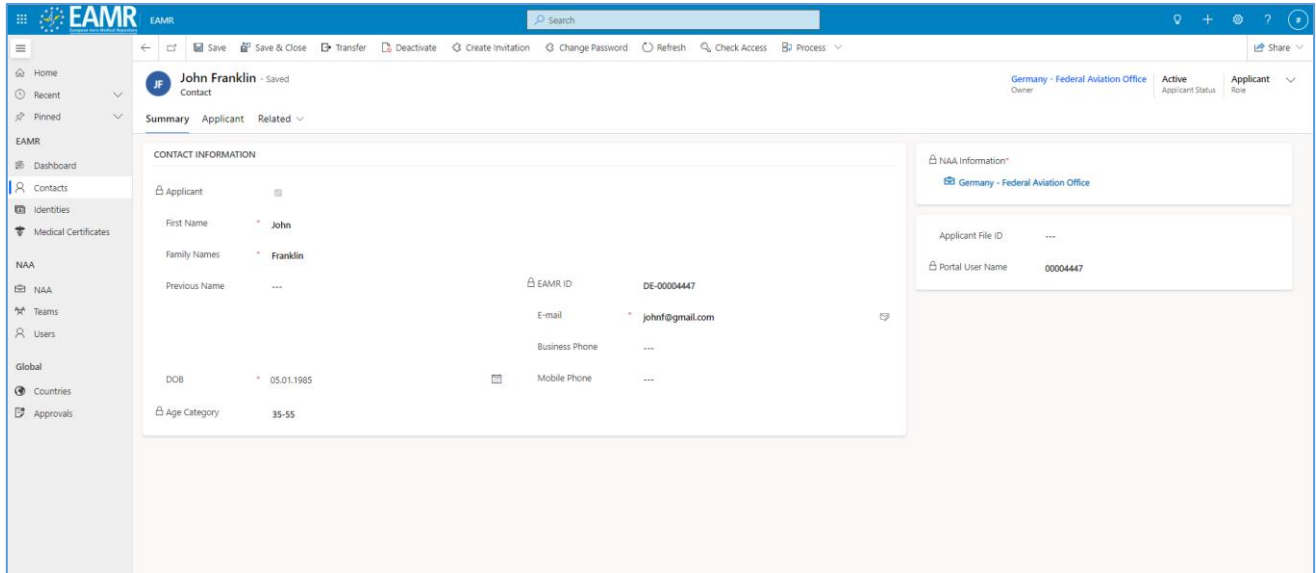
Step 9. The applicant will receive an email with instructions to access the EAMR portal.



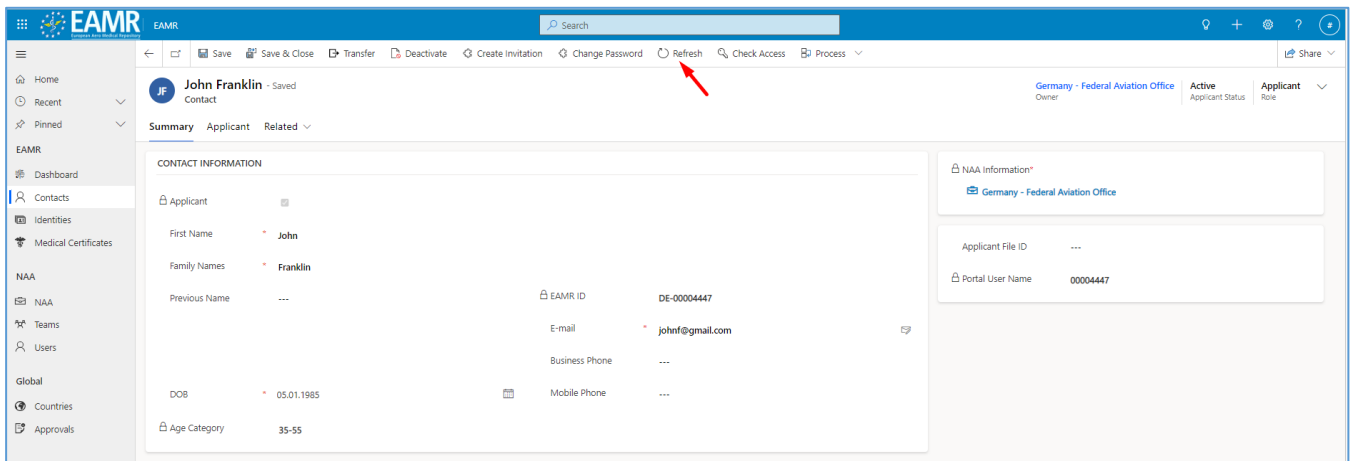
4.4 Process an initial Medical Certificate

Initial Medical Certificates are created when an applicant does not have a previous medical certificate on record. Please follow the steps below to process an Initial certificate for an applicant.

Step 1. Open the applicant record.



Step 2. If the applicant has been newly added to EAMR, and the "Applicant Status" is set to "Pending", please press the refresh button on the browser to check if the applicant status changes to Active. A background de-duplication process checks the applicant is not a duplicate of an existing record and sets the status to Active if the checks are passed.



The screenshot shows the EAMR interface for user John Franklin. The 'Applicant' tab is active, and the 'Active Applicant Status' dropdown is highlighted with a red arrow. The contact information includes:

CONTACT INFORMATION	
Applicant	
First Name	John
Family Names	Franklin
Previous Name	---
EAMR ID	DE-0004447
E-mail	johnfr@gmail.com
Business Phone	---
Mobile Phone	---
DOB	05.01.1985
Age Category	35-55

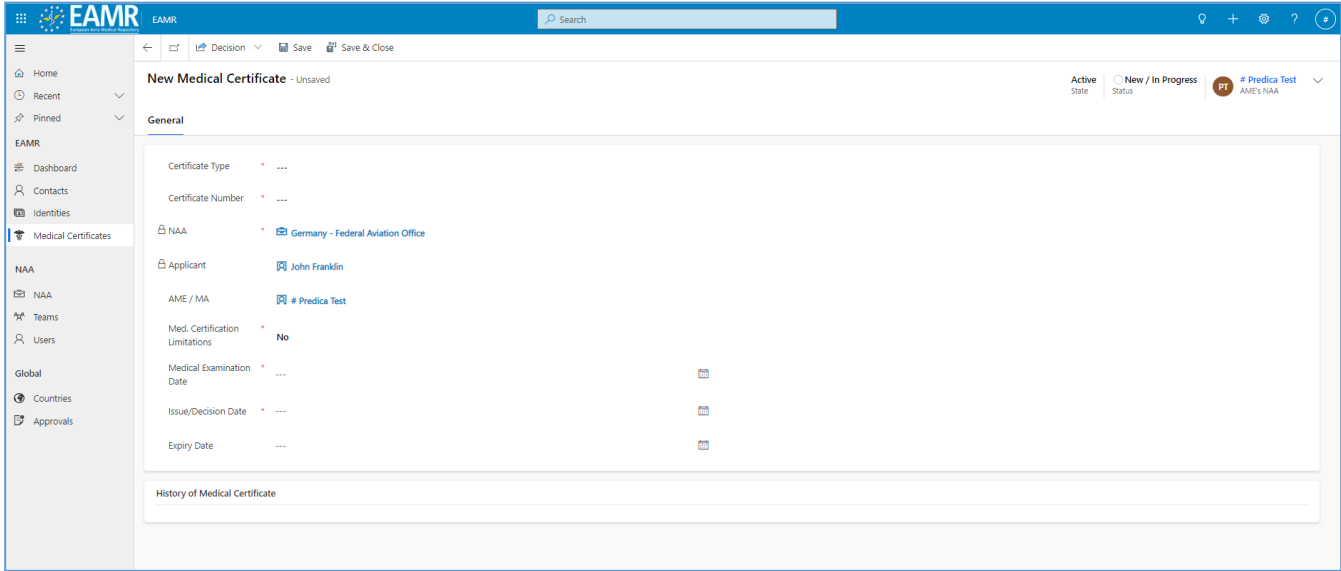
Additional information on the right includes NAA Information (Germany - Federal Aviation Office), Applicant File ID (---), and Portal User Name (00004447).

Step 3. Click on the Applicant tab section and then "New Medical Certificates" section to create a new certificate.

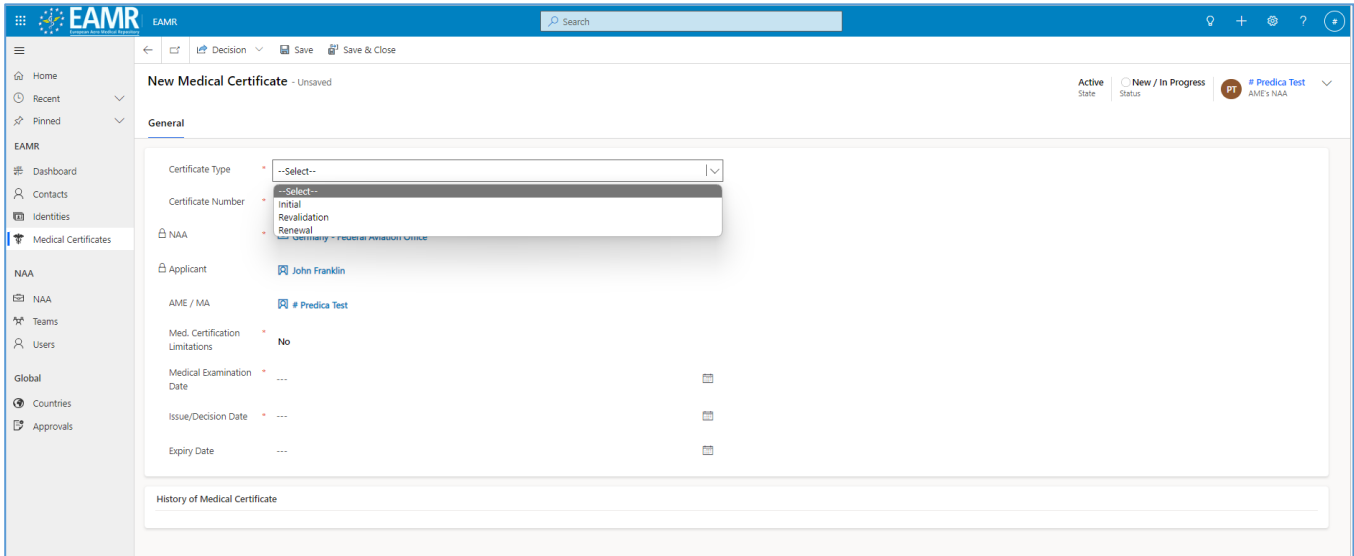
The screenshot shows the EAMR interface for user John Franklin, with the 'Applicant' tab selected. The 'Applicant' tab is highlighted with a red box. The 'New Medical Certificate' button is highlighted with a red arrow. The interface displays the following sections:

- MEANS OF IDENTIFICATION:** A table with columns for Status, Number, and Type. It shows two entries: 'Active' with number P123456789 (Passport) and 'Active' with number DL4567 (Driving Licence).
- NATIONALITIES:** A table with columns for Name and ISO Code. It shows one entry: 'Portugal' with ISO Code PT.
- MEDICAL CERTIFICATES:** A table with columns for Status, Certificate Number, Certificate Type, Medical Examination Date, Issue/Decision Date, and Expiry Date. It currently shows 'No Rows To Show'.

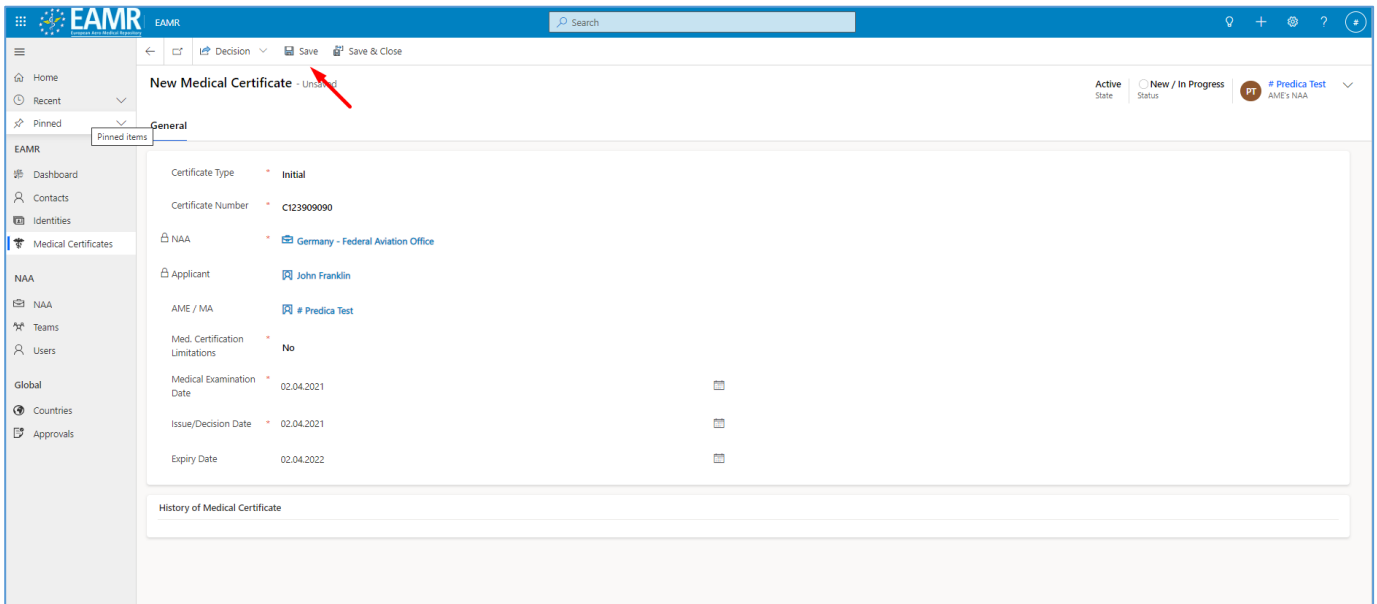
Step 4. The new Medical Certificate screen is displayed.



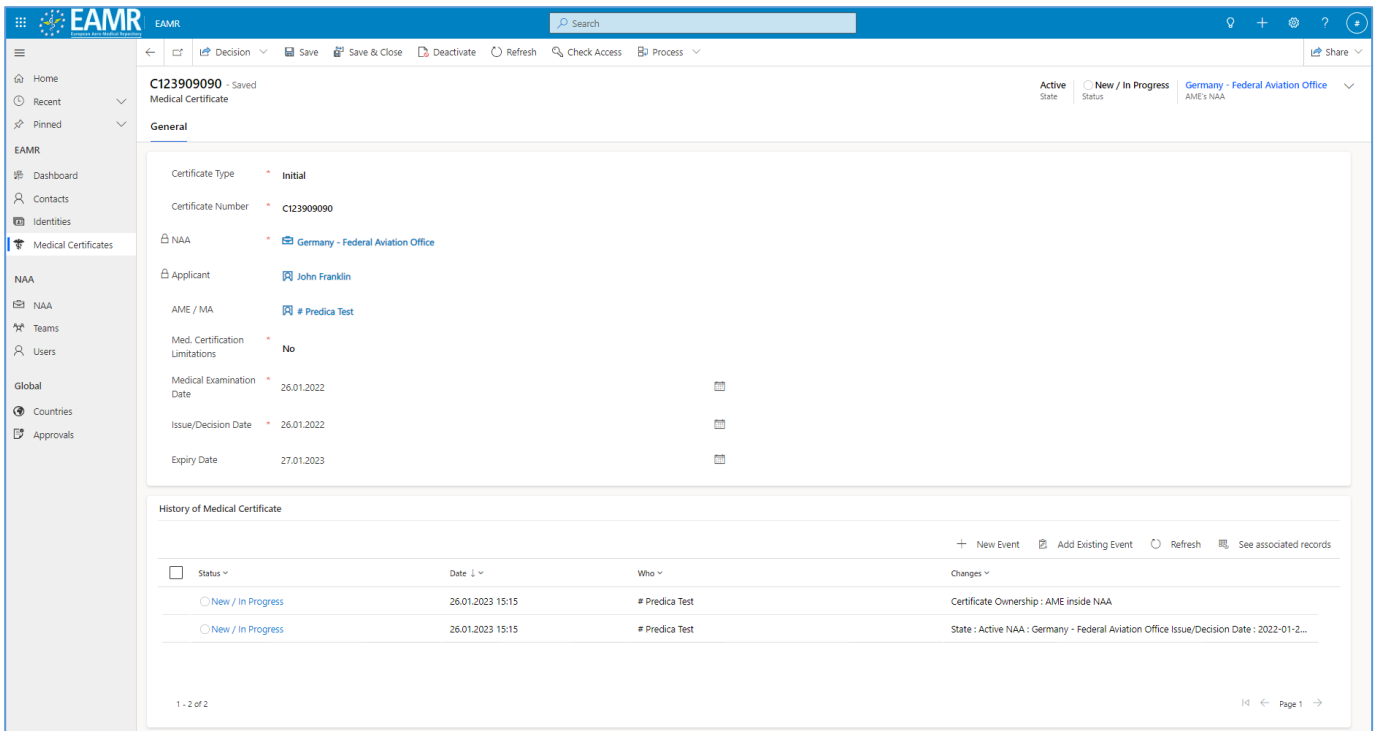
Step 5. Select the Initial Certificate Type from the dropdown shown below.



Step 6. Enter the relevant examination, decision and expiry date for the Medical Certificate and press the SAVE button.



Step 7. Medical certificate record is saved, and the status is set to "New / In Progress". Next step is to record the decision.



Step 8. To release a medical certificate as valid, please press the "Fit" button to indicate the Pilot is fit to fly.

The screenshot shows the EAMR interface for medical certificate C12390. A dropdown menu is open over the 'Fit' button, which is highlighted with a red arrow. The menu options are 'Fit', 'Unfit', and 'Cancel'. The certificate details are as follows:

- Certificate Type: Initial
- Certificate Number: C123909090
- NAA: Germany - Federal Aviation Office
- Applicant: John Franklin
- AME / MA: # Predica Test
- Med. Certification Limitations: No
- Medical Examination Date: 26.01.2022
- Issue/Decision Date: 26.01.2022
- Expiry Date: 27.01.2023

The 'History of Medical Certificate' table below shows two entries with a status of 'New / In Progress'.

Status	Date	Who	Changes
New / In Progress	26.01.2023 15:15	# Predica Test	Certificate Ownership : AME inside NAA
New / In Progress	26.01.2023 15:15	# Predica Test	State : Active NAA : Germany - Federal Aviation Office Issue/Decision Date : 2022-01-2...

Step 9. The certificate changes to the released status and the audit history is updated.

The screenshot shows the EAMR interface for medical certificate C123909090. The status is now 'Released' (indicated by a green checkmark). The certificate details are the same as in Step 8. The 'History of Medical Certificate' table is updated with two 'Released' entries, with a red arrow pointing to the first one.

Status	Date	Who	Changes
Released	26.01.2023 15:17	# Predica Test	Decision Date : 2023-01-26T00:00:00+01:00 Time Zone Rule Version Number : 0
Released	26.01.2023 15:17	# Predica Test	Status : Released State : Active
New / In Progress	26.01.2023 15:15	CRM admin	ApplicantDateOfBirth : 1985-01-05T00:00:00 Time Zone Rule Version Number : 4
New / In Progress	26.01.2023 15:15	# Predica Test	Certificate Ownership : AME inside NAA

Step 10. Alternatively press the "Unfit" button indicate the Pilot is not fit to fly.

The screenshot shows the EAMR Medical Certificate interface for certificate C12390. A dropdown menu is open over the 'Make decision' section, with the 'Unfit' option highlighted by a red arrow. The certificate details are as follows:

- Certificate Type: Initial
- Certificate Number: C123909090
- NAA: Germany - Federal Aviation Office
- Applicant: John Franklin
- AME / MA: # Predica Test
- Med. Certification Limitations: No
- Medical Examination Date: 26.01.2022
- Issue/Decision Date: 26.01.2022
- Expiry Date: 27.01.2023

The 'History of Medical Certificate' table below shows two entries:

Status	Date	Who	Changes
New / In Progress	26.01.2023 15:15	# Predica Test	Certificate Ownership : AME inside NAA
New / In Progress	26.01.2023 15:15	# Predica Test	State : Active NAA : Germany - Federal Aviation Office Issue/Decision Date : 2022-01-2...

Step 11. And if you would like to cancel the certificate creation, press the Cancel button prior to pressing the Fit or Unfit button.

This screenshot is identical to the one above, showing the EAMR Medical Certificate interface for certificate C12390. In this instance, the dropdown menu is open and the 'Cancel' option is highlighted by a red arrow. The certificate details and history table are the same as in Step 10.

Step 12. The applicant's certificate will appear in the Medical Certificate section shown below.

The screenshot shows the EAMR interface for a Medical Certificate (ID: C123909090). The 'General' section displays the following details:

- Certificate Type: Initial
- Certificate Number: C123909090
- NAA: Germany - Federal Aviation Office
- Applicant: John Franklin
- AME / MA: # Predica Test
- Med. Certification Limitations: No
- Medical Examination Date: 26.01.2022
- Issue/Decision Date: 26.01.2022
- Expiry Date: 27.01.2023

The 'History of Medical Certificate' table shows the following entries:

Status	Date	Who	Changes
Released	26.01.2023 15:17	# Predica Test	Decision Date : 2023-01-26T00:00:00+01:00 Time Zone Rule Version Number : 0
Released	26.01.2023 15:17	# Predica Test	Status : Released State : Active
New / In Progress	26.01.2023 15:15	CRM admin	ApplicantDateOfBirth : 1985-01-05T00:00:00 Time Zone Rule Version Number : 4
New / In Progress	26.01.2023 15:15	# Predica Test	Certificate Ownership : AME inside NAA

A red arrow points to the 'Released' status in the first row of the history table.

4.5 Process a Medical Certificate revalidation

Step 1. Open the Medical Certificate to be re-validated. The certificate must be in the Released state.

This screenshot is identical to the one above, showing the EAMR interface for the same Medical Certificate (ID: C123909090). The 'General' section and 'History of Medical Certificate' table are the same. A red arrow points to the 'Released' status in the first row of the history table.

Step 2. Press the Revalidate/Renew button

The screenshot shows the EAMR (European Aviation Medical Register) interface. The top navigation bar includes 'Home', 'Recent', 'Pinned', 'Dashboard', 'Contacts', 'Identities', 'Medical Certificates', 'NAA', 'Teams', 'Users', 'Global', 'Countries', and 'Approvals'. The main content area displays details for a medical certificate (C12390) issued by the Germany - Federal Aviation Office. The certificate is currently in a 'Released' state. A dropdown menu is open, showing options: 'Make decision', 'Unfit', 'Revalidate / Renew' (highlighted with a red arrow), 'Suspend', 'Revoke', and 'Correct'. Below the certificate details is a 'History of Medical Certificate' table.

Status	Date	Who	Changes
Released	26.01.2023 15:17	CRM admin	Decision : Fit
Released	26.01.2023 15:17	# Predica Test	Decision Date : 2023-01-26T00:00:00+01:00 Time Zone Rule Version Number : 0
Released	26.01.2023 15:17	# Predica Test	Status : Released State : Active
New / In Progress	26.01.2023 15:15	CRM admin	ApplicantDateOfBirth : 1965-01-05T00:00:00 Time Zone Rule Version Number : 4

Step 3. Save changes.

The dialog box has a title bar 'Unsaved changes' with a close button (X). The main text asks: 'Do you want to save your changes before leaving this page?'. At the bottom, there are two buttons: 'Save and continue' (highlighted with a dashed border) and 'Discard changes'.

Step 4. Press the Fit button to release the renewed Medical Certificate.

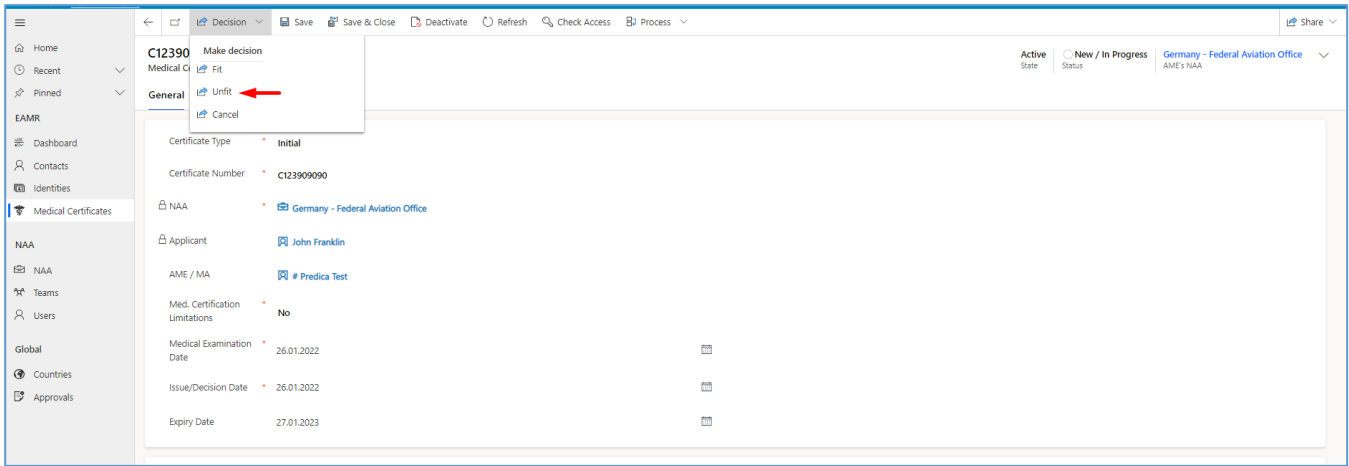
The screenshot shows the EAMR interface for Medical Certificate C123909090. A dropdown menu is open over the 'Fit' button, which is highlighted with a red arrow. The menu options are 'Make decision', 'Fit', 'Unfit', and 'Cancel'. The certificate details show it is a 'Renewal' type, issued to John Franklin by Predica Test on 26.01.2023, with an expiry date of 26.01.2024. The status is currently 'New / In Progress'.

Step 5. The certificate changes to the Released status, and the audit history reflects the renewal action.

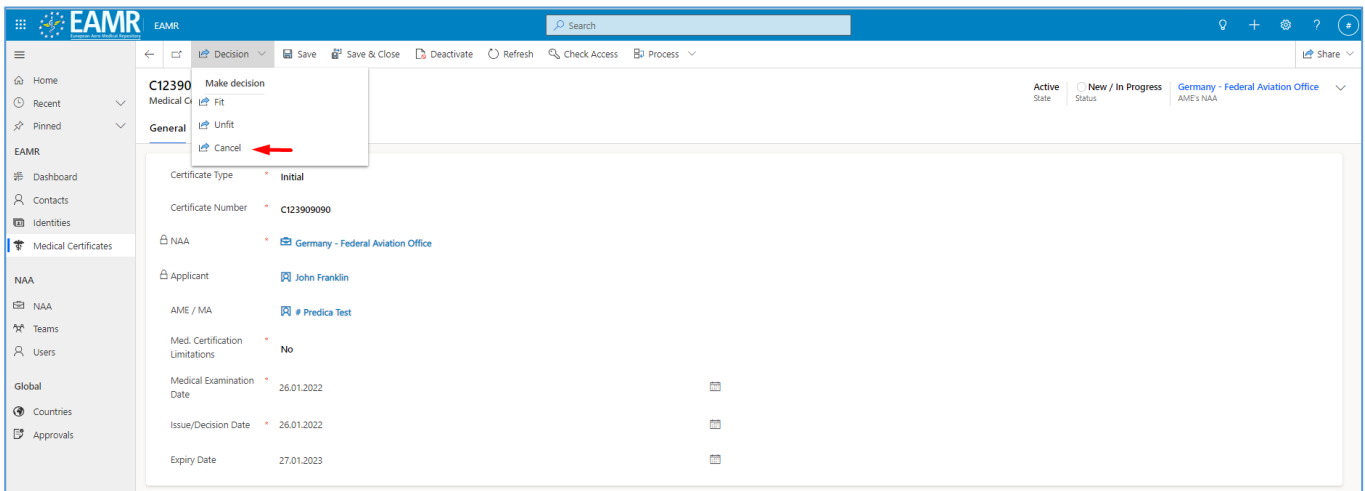
The screenshot shows the EAMR interface for Medical Certificate C123909090. The status is now 'Released'. The audit history table shows a new entry with the status 'Released' at 26.01.2023 15:22, which is highlighted with a red arrow. The certificate details remain the same as in Step 4.

Status	Date	Who	Changes
<input type="radio"/> New / In Progress	26.01.2023 15:20	# Predica Test	Certificate Ownership : AME inside NAA
<input type="radio"/> New / In Progress	26.01.2023 15:20	# Predica Test	Issue/Decision Date : 2023-01-26T00:00:00 State : Active Medical Examination Date : 2...
<input checked="" type="checkbox"/> Released	26.01.2023 15:17	CRM admin	Decision : Fit
<input checked="" type="checkbox"/> Released	26.01.2023 15:17	# Predica Test	Decision Date : 2023-01-26T00:00:00+01:00 Time Zone Rule Version Number : 0

Step 6. Alternatively press the "Unfit" button indicate the Pilot is not fit to fly.

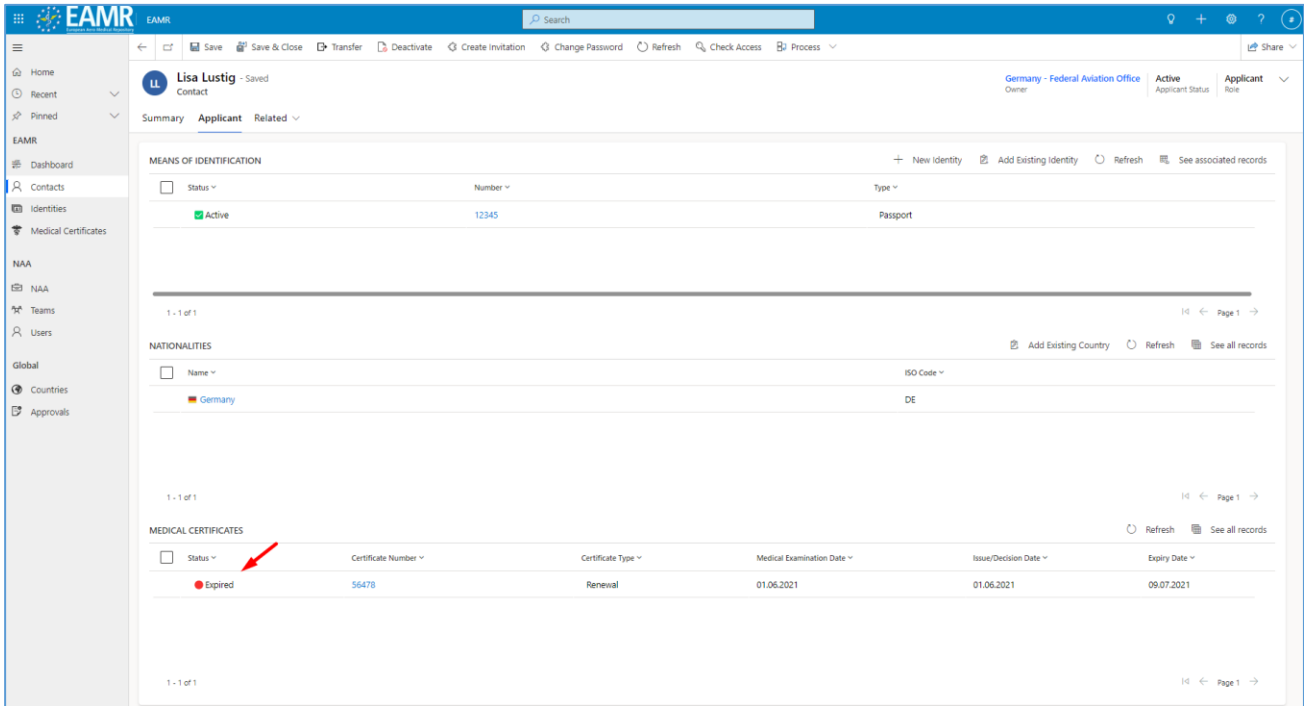


Step 7. And if you would like to cancel the certificate renewal, press the Cancel button prior to pressing the Fit or Unfit button. The certificate will revert back to it's original status.

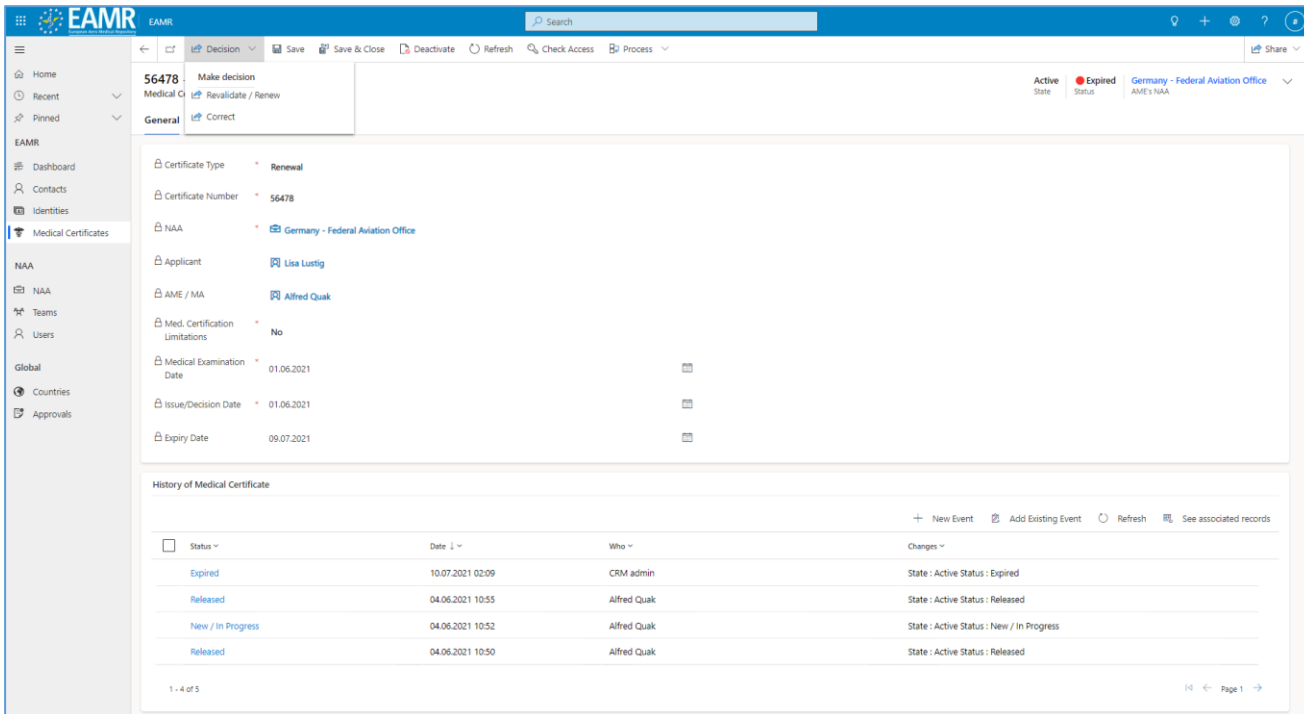


4.6 Process a Medical Certificate renewal

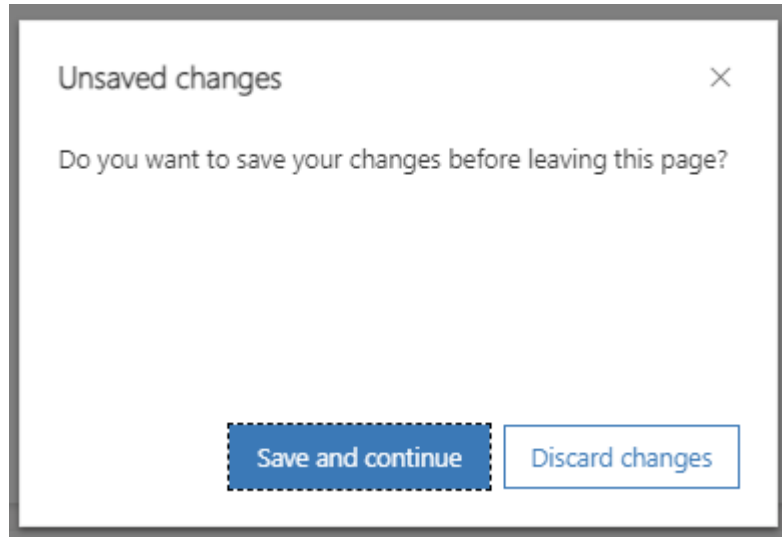
Step 1. Open an expired Medical Certificate.



Step 2. Click on the Revalidate/Renew button.



Step 3. Save changes.



Step 4. Press the Fit button to release the certificate renewal.

56478 : Make decision

Medical Certificate

Fit

Unfit

Cancel

Certificate Type * Renewal

Certificate Number * 56478

NAA * Germany - Federal Aviation Office

Applicant * Lisa Lustig

AME / MA * Predica Test

Med. Certification Limitations * No

Medical Examination Date * 25.01.2023

Issue/Decision Date * 25.01.2023

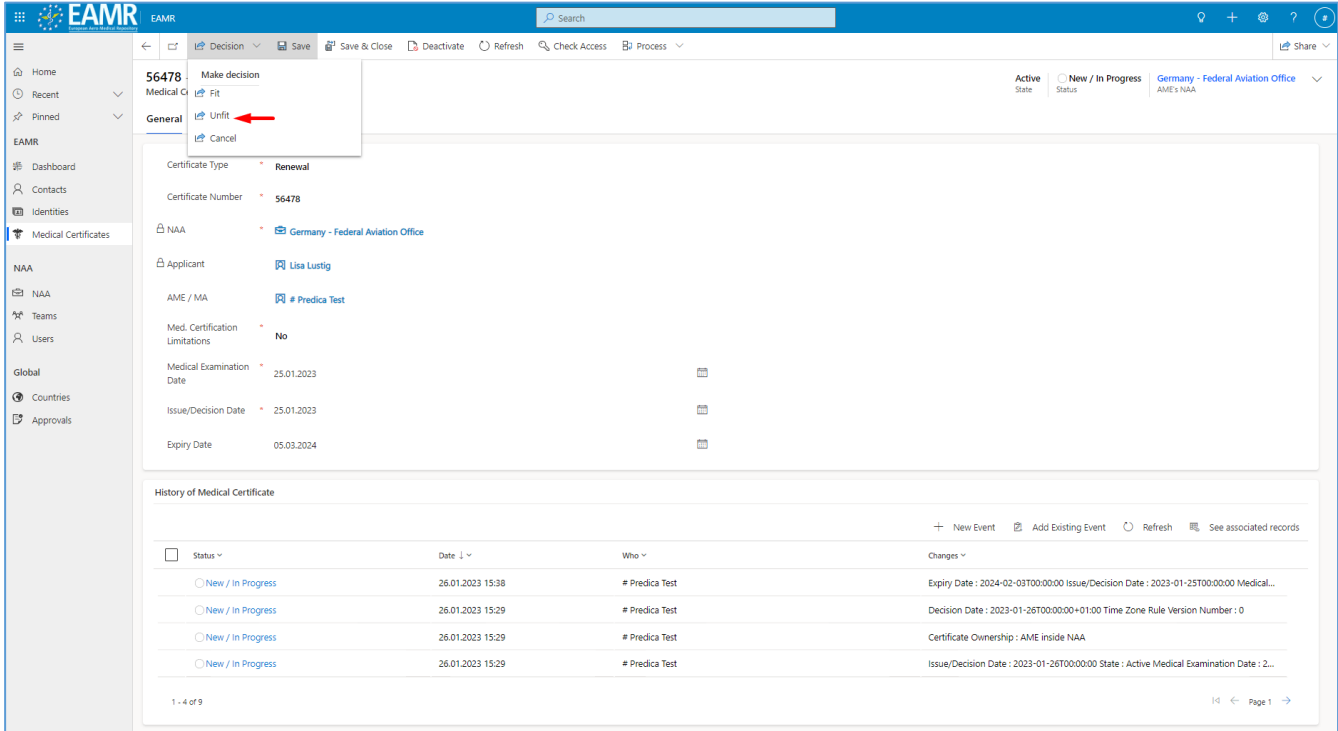
Expiry Date 05.03.2024

History of Medical Certificate

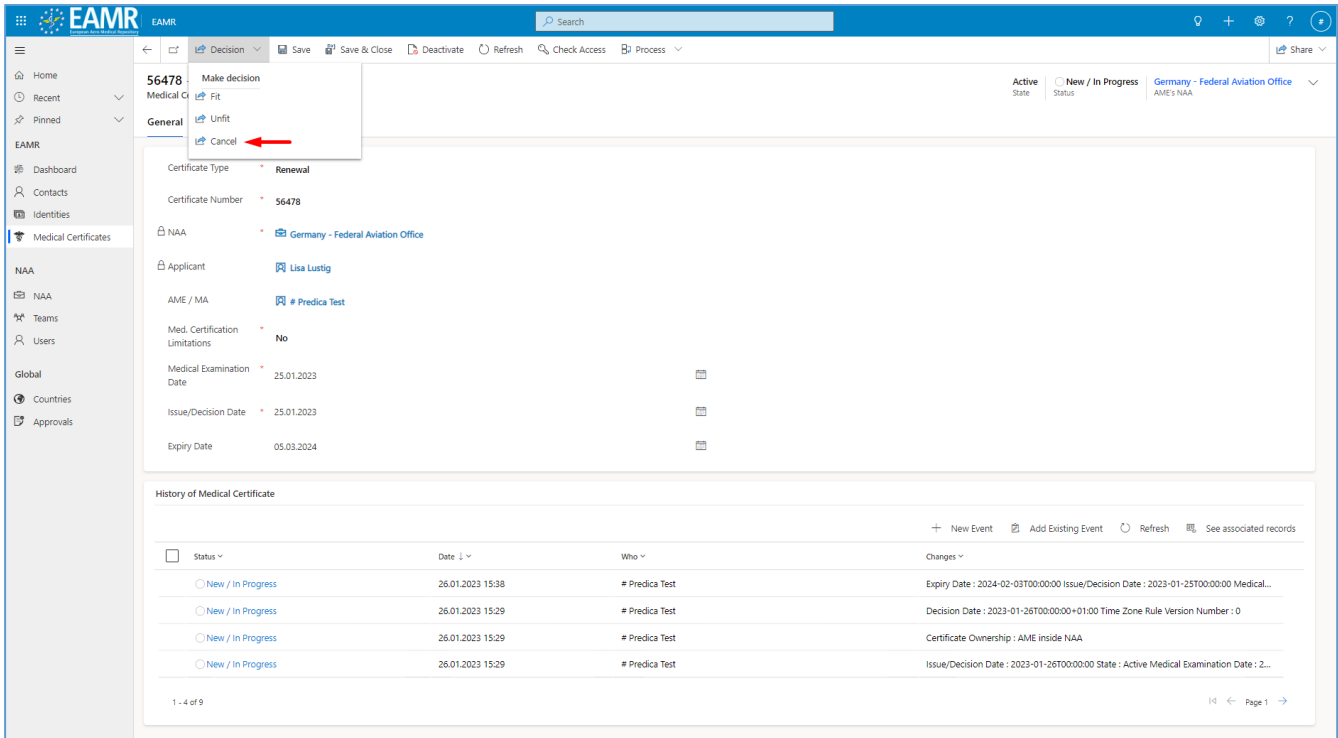
Status	Date	Who	Changes
New / In Progress	26.01.2023 15:38	# Predica Test	Expiry Date : 2024-02-03T00:00:00 Issue/Decision Date : 2023-01-25T00:00:00 Medical...
New / In Progress	26.01.2023 15:29	# Predica Test	Decision Date : 2023-01-26T00:00:00+01:00 Time Zone Rule Version Number : 0
New / In Progress	26.01.2023 15:29	# Predica Test	Certificate Ownership : AME inside NAA
New / In Progress	26.01.2023 15:29	# Predica Test	Issue/Decision Date : 2023-01-26T00:00:00 State : Active Medical Examination Date : 2...

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Step 5. Alternatively press the Unfit button if the pilot is not fit to fly.



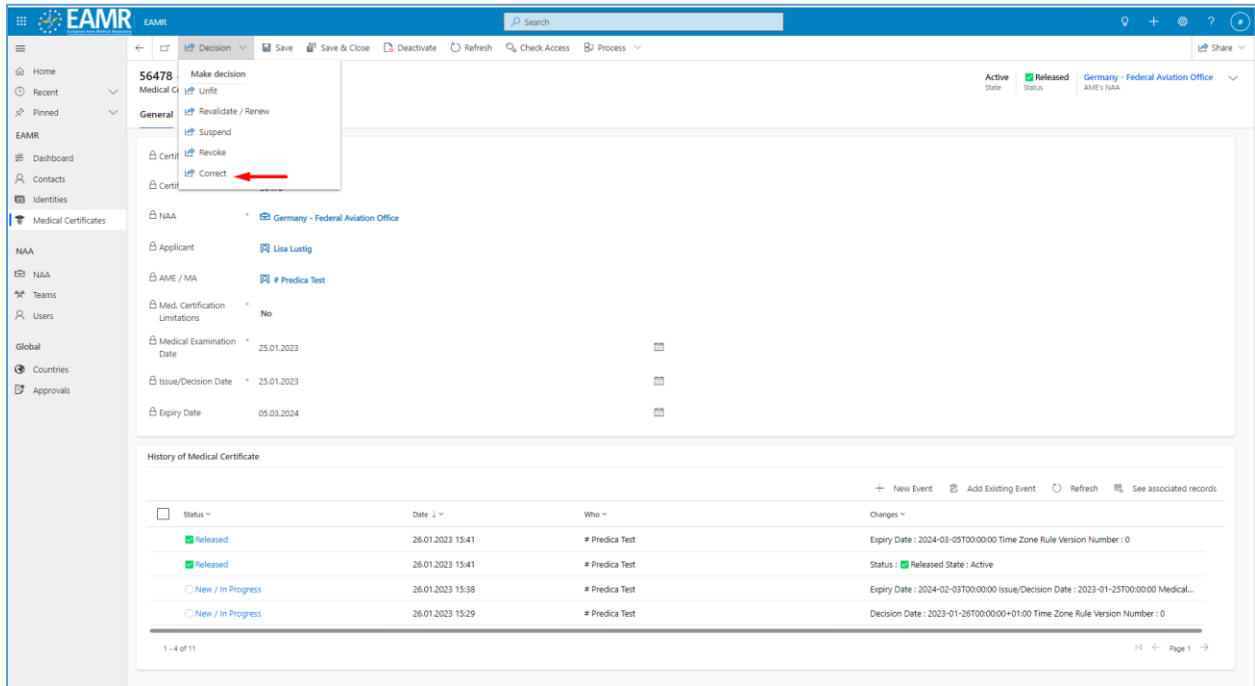
Step 6. And if you would like to cancel the certificate renewal, press the Cancel button prior to pressing the Fit or Unfit button. The certificate will revert back to it's previous state.



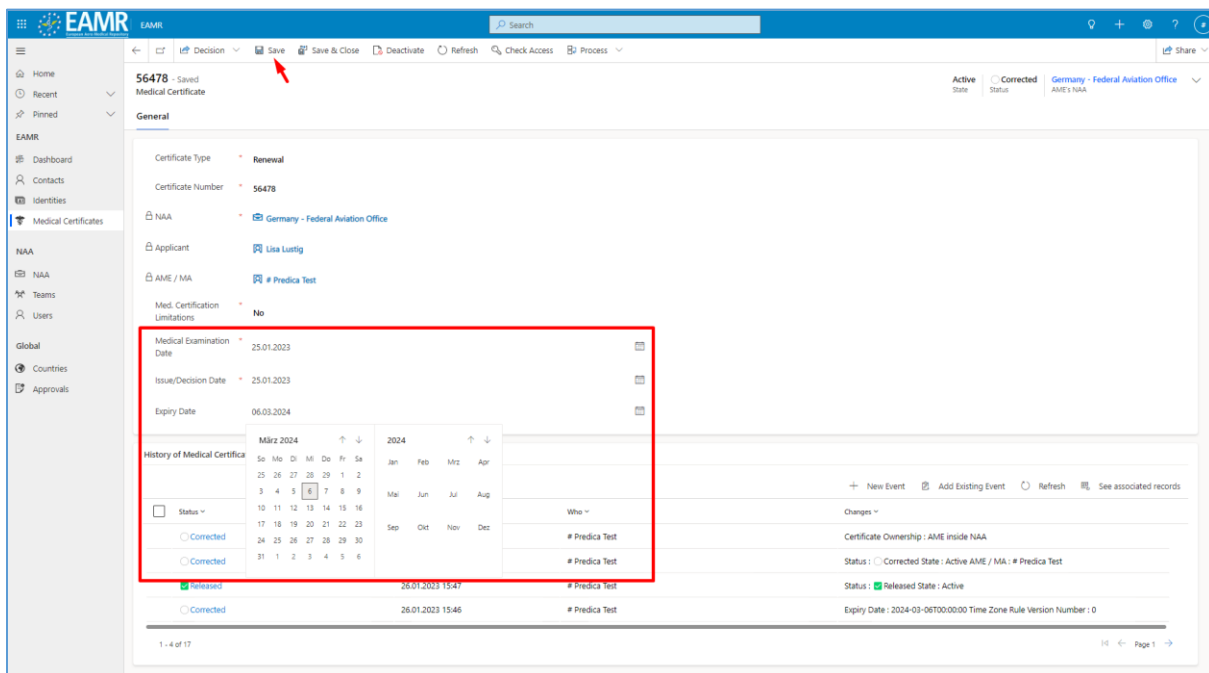
5 General Administration

5.1 Correcting Medical Certificate details

Step 1. Open a Released medical certificate and press the Correct button.



Step 2. Correct the relevant fields in the medical certificate and save changes.



Step 3. Press the Fit button to release the certificate corrections.

The screenshot shows the EAMR Medical Certificate interface for certificate number 56478. A dropdown menu is open over the 'Fit' button. The menu options are: Make decision, Fit, Unfit, Cancel, Suspend, and Revoke. The 'Fit' button is highlighted. The certificate details show it is issued by Germany - Federal Aviation Office to Lisa Lustig. The status is 'Corrected'. The history table below shows a record of being 'Corrected' on 26.01.2023 at 15:45 by Predica Test.

Status	Date	Who	Changes
<input type="radio"/> Corrected	26.01.2023 15:46	# Predica Test	Expiry Date : 2024-03-06T00:00:00 Time Zone Rule Version Number : 0
<input type="radio"/> Corrected	26.01.2023 15:45	# Predica Test	Certificate Ownership : AME inside NAA
<input type="radio"/> Corrected	26.01.2023 15:45	# Predica Test	Status : <input type="radio"/> Corrected State : Active AME / MA : # Predica Test
<input checked="" type="checkbox"/> Released	26.01.2023 15:41	# Predica Test	Expiry Date : 2024-03-05T00:00:00 Time Zone Rule Version Number : 0

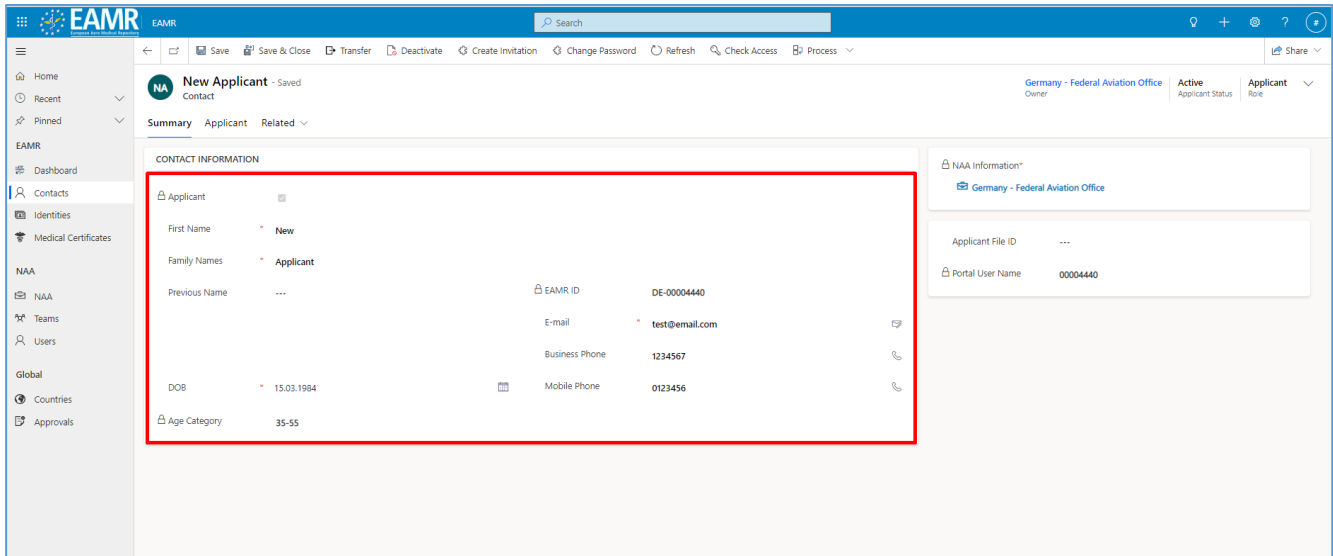
Step 4. The certificate is released, and the audit history is updated accordingly.

The screenshot shows the EAMR Medical Certificate interface for certificate number 56478. The status is now 'Released'. The certificate details show it is issued by Germany - Federal Aviation Office to Lisa Lustig. The history table below shows a record of being 'Released' on 26.01.2023 at 15:47 by Predica Test, which is highlighted with a red arrow. The status is now 'Released State : Active'.

Status	Date	Who	Changes
<input checked="" type="checkbox"/> Released	26.01.2023 15:47	# Predica Test	Status : <input checked="" type="checkbox"/> Released State : Active
<input type="radio"/> Corrected	26.01.2023 15:46	# Predica Test	Expiry Date : 2024-03-06T00:00:00 Time Zone Rule Version Number : 0
<input type="radio"/> Corrected	26.01.2023 15:45	# Predica Test	Certificate Ownership : AME inside NAA
<input type="radio"/> Corrected	26.01.2023 15:45	# Predica Test	Status : <input type="radio"/> Corrected State : Active AME / MA : # Predica Test

5.2 Correcting applicant personal details

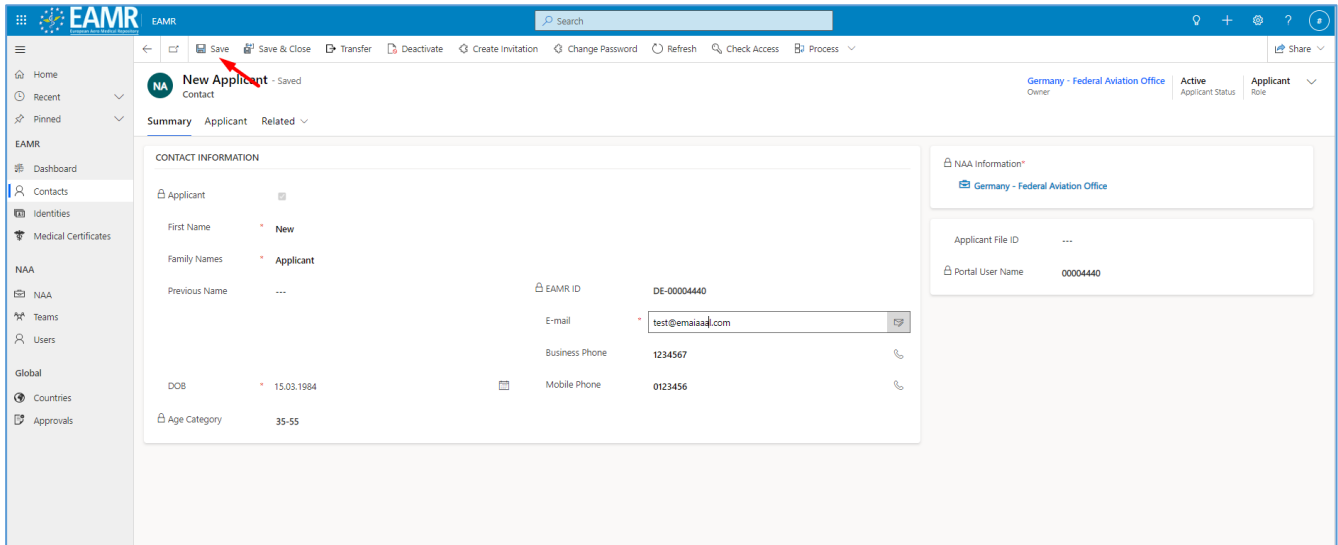
Step 1. Open the applicant record to be corrected and updated the relevant details in the section highlighted below.



The screenshot shows the EAMR 'New Applicant' form. The 'CONTACT INFORMATION' section is highlighted with a red box. The form includes a sidebar with navigation options like Home, Recent, Pinned, EAMR, Dashboard, Contacts, Identities, Medical Certificates, NAA, Teams, Users, Global, Countries, and Approvals. The top navigation bar includes 'Save', 'Save & Close', 'Transfer', 'Deactivate', 'Create invitation', 'Change Password', 'Refresh', 'Check Access', and 'Process'. The right side of the form shows 'NAA Information' for 'Germany - Federal Aviation Office' and 'Applicant File ID' and 'Portal User Name'.

CONTACT INFORMATION			
Applicant			
First Name	*	New	
Family Names	*	Applicant	
Previous Name	---		
	EAMR ID	DE-00004440	
	E-mail	test@email.com	
	Business Phone	1234567	
	Mobile Phone	0123456	
DOB	*	15.03.1984	
Age Category		35-55	

Step 2. Press the save button.



The screenshot shows the EAMR 'New Applicant' form with a red arrow pointing to the 'Save' button in the top navigation bar. The 'CONTACT INFORMATION' section is now visible without the red box. The 'E-mail' field is now 'test@emaiaa.com'.

CONTACT INFORMATION			
Applicant			
First Name	*	New	
Family Names	*	Applicant	
Previous Name	---		
	EAMR ID	DE-00004440	
	E-mail	test@emaiaa.com	
	Business Phone	1234567	
	Mobile Phone	0123456	
DOB	*	15.03.1984	
Age Category		35-55	

5.3 Correcting and updating applicant identification documents

Step 1. Click on the Applicant tab section and choose the identification document of the applicant.

The screenshot shows the EAMR interface for a 'New Applicant' contact. The 'Applicant' tab is highlighted. The 'MEANS OF IDENTIFICATION' table contains the following data:

Status	Number	Type
Active	W123456	Passport
Active	W1239000000	Driving Licence
Active	PT444555990	ID Card

The 'NATIONALITIES' table shows:

Name	ISO Code
Portugal	PT

The 'MEDICAL CERTIFICATES' table shows:

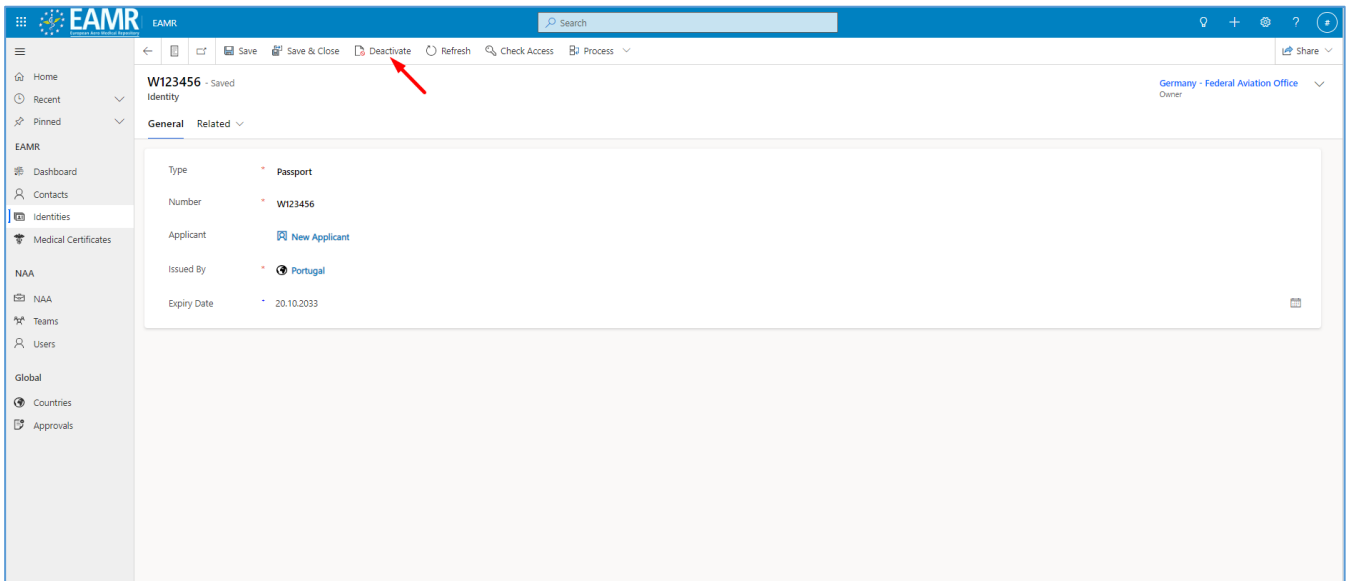
Status	Certificate Number	Certificate Type	Medical Examination Date	Issue/Decision Date	Expiry Date
Released	C333444555666	Renewal	25.01.2023	26.01.2023	26.01.2024
Released	C333444555666	Renewal	25.01.2023	26.01.2023	26.01.2024
Revoked	C333444555666	Initial	20.01.2023	20.01.2023	20.01.2024

Step 2. Edit the identification document and save the changes.

The screenshot shows the EAMR interface for editing the 'W123456' identity document. The 'Save' button is highlighted. The form fields are:

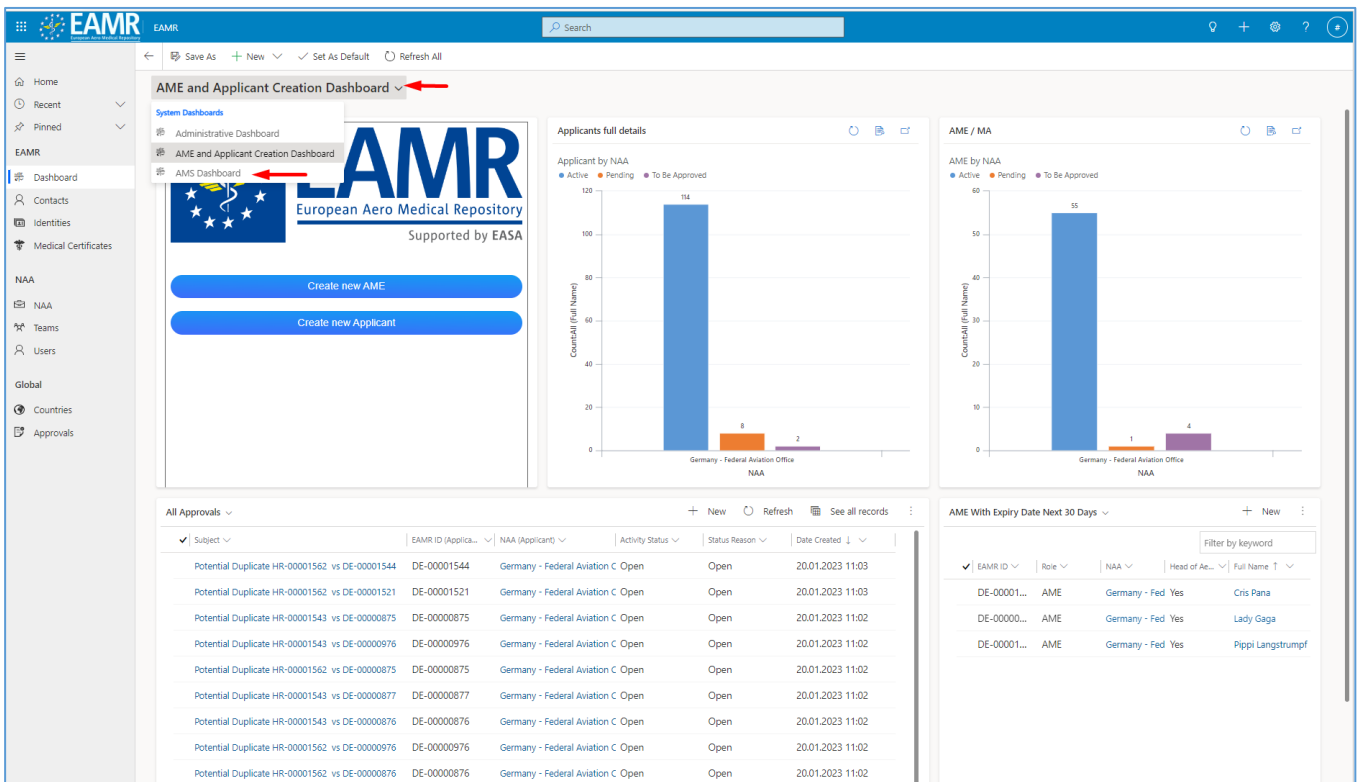
- Type: Passport
- Number: W1234567
- Applicant: New Applicant
- Issued By: Portugal
- Expiry Date: 20.10.2033

Step 3. To remove identification documents please click on the relevant record and press the Deactivate button.



5.4 Reviewing Medical by Foreign AMEs

Step 1. Open the AMS Dashboard.



Step 2. View the certificates in the "Medical by foreign AMEs" section.

The screenshot displays the EAMR AMS Dashboard with the following sections:

- AMS Dashboard:** Includes the EAMR logo and buttons for "Create new AME" and "Create new Applicant".
- All Duplicates:** A list of potential duplicate entries with status indicators (PD, DT).
- Incoming Transfers:** A table showing transfer records between AMEs.
- REFERRALS:** A table listing referral records with columns for EAMR ID, Applicant, Status, and Modified On.
- Medicals by Foreign AMEs:** A table listing medical certificates with columns for EAMR ID, Applicant, Certificate ID, Status, AME/MA, Issue/Decision, Expiry Date, and Modified.

EAMR ID (Applicant)	NAA (Applicant)	Applicant	Status	Modified On
DE-00004129	Germany - Federal Ai	Freddie Kane	Referred to NAA	08.08.2022 17:30
DE-00004076	Germany - Federal Ai	Steven Kane	Referred to NAA	14.07.2022 14:38
DE-00001932	Germany - Federal Ai	Dan David	Referred to NAA	01.07.2021 10:21
DE-00001645	Germany - Federal Ai	Tony Hawk	Referred to NAA	04.06.2021 11:05
DE-00001231	Germany - Federal Ai	Mania Fernandez	Referred to NAA	09.03.2020 12:02

EAMR ID (Applicant)	Applicant	Certific...	Status	AME/MA	Issue/Decision	Expiry Date	Mod
DE-00004440	New Applicant	C33344455566	Revoked	# Predica Adm	20.01.2023	20.01.2024	26.0
DE-00001815	Cris Pilot	456	Expired	AME Recording	10.06.2021	14.07.2022	15.0
DE-00000971	harry davis	2654	Rejected	Maria Popescu	07.06.2021	---	08.0
DE-00001058	appl test 2	14	Suspen...	---	05.03.2020	05.03.2021	15.0
DE-00000954	katie miller	KM123456	Expired	---	22.02.2020	22.02.2021	23.0
DE-00001238	IOANA ROMILA	AME12-00124E	Expired	VADIM TUDOR	09.03.2020	12.11.2020	13.1
DE-00001077	CRM Test	245	Expired	First Name Test	04.03.2020	27.03.2020	28.0
DE-00001031	John Schneider	123	Rejected	Bartomeu Ross	05.03.2020	---	05.0
DE-00000911	Bruce Wayne	Test456	Revoked	Vlad Tepeș	30.01.2020	30.01.2021	27.0

6 Referrals and Transfers

6.1 Managing Referrals

Step 1. Open the AMS Dashboard.

The screenshot displays the EAMR (European Aero Medical Repository) interface. The top navigation bar includes 'Home', 'Recent', 'Pinned', and 'EAMR'. The left sidebar contains 'Dashboard', 'Contacts', 'Identities', 'Medical Certificates', 'NAA', 'Teams', 'Users', 'Global', 'Countries', and 'Approvals'. The main content area features the 'AME and Applicant Creation Dashboard' with buttons for 'Create new AME' and 'Create new Applicant'. Two bar charts are present: 'Applicants full details' and 'AME / MA'. The 'Applicants full details' chart shows 114 Active, 8 Pending, and 2 To Be Approved applicants. The 'AME / MA' chart shows 55 Active, 1 Pending, and 4 To Be Approved AMEs. Below the charts is a table of 'All Approvals' and a section for 'AME With Expiry Date Next 30 Days'.

Subject	EAMR ID (Applica...)	NAA (Applicant)	Activity Status	Status Reason	Date Created
Potential Duplicate HR-00001562 vs DE-00001544	DE-00001544	Germany - Federal Aviation C	Open	Open	20.01.2023 11:03
Potential Duplicate HR-00001521	DE-00001521	Germany - Federal Aviation C	Open	Open	20.01.2023 11:03
Potential Duplicate HR-00001543 vs DE-00000875	DE-00000875	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001543 vs DE-00000976	DE-00000976	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001562 vs DE-00000875	DE-00000875	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001543 vs DE-00000877	DE-00000877	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001543 vs DE-00000876	DE-00000876	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001562 vs DE-00000976	DE-00000976	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001562 vs DE-00000876	DE-00000876	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02

EAMR ID	Role	NAA	Head of Ae...	Full Name
DE-00001...	AME	Germany - Fed	Yes	Cris Pana
DE-00000...	AME	Germany - Fed	Yes	Lady Gaga
DE-00001...	AME	Germany - Fed	Yes	Pippi Langstrumpf

Step 2. Review the records in the "Referrals" section.

The screenshot shows the EAMR AMS Dashboard. The 'REFERRALS' section is highlighted with a red box. It contains a table with the following data:

EAMR ID (Applicant)	NAA (Applicant)	Applicant	Status	Modified On
DE-00004129	Germany - Federal Aviation Office	Freddie Kane	Referred to NAA	08.08.2022 17:30
DE-00004076	Germany - Federal Aviation Office	Steven Kane	Referred to NAA	14.07.2022 14:38
DE-00001932	Germany - Federal Aviation Office	Dan David	Referred to NAA	01.07.2021 10:21
DE-00001645	Germany - Federal Aviation Office	Tony Hawk	Referred to NAA	04.06.2021 11:05
DE-00001231	Germany - Federal Aviation Office	Maria Fernandez	Referred to NAA	09.03.2020 12:02

Step 3. Double click on the referral to be processed.

This is a close-up view of the 'REFERRALS' table. A red arrow points to the first row, which is highlighted in grey. The table structure is as follows:

EAMR ID (Applicant)	NAA (Applicant)	Applicant	Status	Modified On
DE-00004129	Germany - Federal Aviation Office	Freddie Kane	Referred to NAA	08.08.2022 17:30
DE-00004076	Germany - Federal Aviation Office	Steven Kane	Referred to NAA	14.07.2022 14:38
DE-00001932	Germany - Federal Aviation Office	Dan David	Referred to NAA	01.07.2021 10:21
DE-00001645	Germany - Federal Aviation Office	Tony Hawk	Referred to NAA	04.06.2021 11:05
DE-00001231	Germany - Federal Aviation Office	Maria Fernandez	Referred to NAA	09.03.2020 12:02

Step 4. The referred medical certificate is displayed. Review the certificate details and perform the relevant actions to ensure the applicant's fitness.

The screenshot shows the EAMR interface for a medical certificate. The top navigation bar includes options like Decision, Save, Save & Close, Deactivate, Refresh, Check Access, and Process. The main content area is titled 'CERTKL77H7DD - Saved Medical Certificate' and shows the following details:

- Certificate Type: Initial
- Certificate Number: CERTKL77H7DD
- NAA: Germany - Federal Aviation Office
- Applicant: Freddie Kane
- AME / MA: Simon Bold
- Med. Certification Limitations: No
- Medical Examination Date: 10.07.2022
- Issue/Decision Date: 12.07.2022
- Expiry Date: ---

Below the details is a 'History of Medical Certificate' table with columns for Status, Date, and Who. The table shows four entries, all with the status 'Referred to NAA' and the date '08.08.2022 17:30' by 'Simon Bold'. The last entry includes the text 'State : Active Status : Referred to NAA'.

Step 5. Press the "Fit" button to mark the pilot as fit to fly.

This screenshot is identical to the previous one, but with a context menu open over the 'Fit' button. The menu options are: Make decision, Fit (highlighted with a red arrow), Unfit, Cancel, Suspend, and Revoke. The rest of the interface remains the same.

Step 6. The medical certificate status changes to released, and the audit history is updated accordingly.

The screenshot displays the EAMR interface for a medical certificate. The top navigation bar includes 'Home', 'Recent', 'Pinned', 'EAMR', 'Dashboard', 'Contacts', 'Identities', 'Medical Certificates', 'NAA', 'Teams', 'Users', 'Global', 'Countries', and 'Approvals'. The main content area shows the details for 'CERTKL77H7DD' with a status of 'Released'. The 'General' tab is active, showing fields for Certificate Type (Initial), Certificate Number (CERTKL77H7DD), NAA (Germany - Federal Aviation Office), Applicant (Freddie Kane), AME / MA (Simon Bold), Med. Certification Limitations (No), Medical Examination Date (10.07.2022), Issue/Decision Date (12.07.2022), and Expiry Date (---). Below this is the 'History of Medical Certificate' table, which contains the following data:

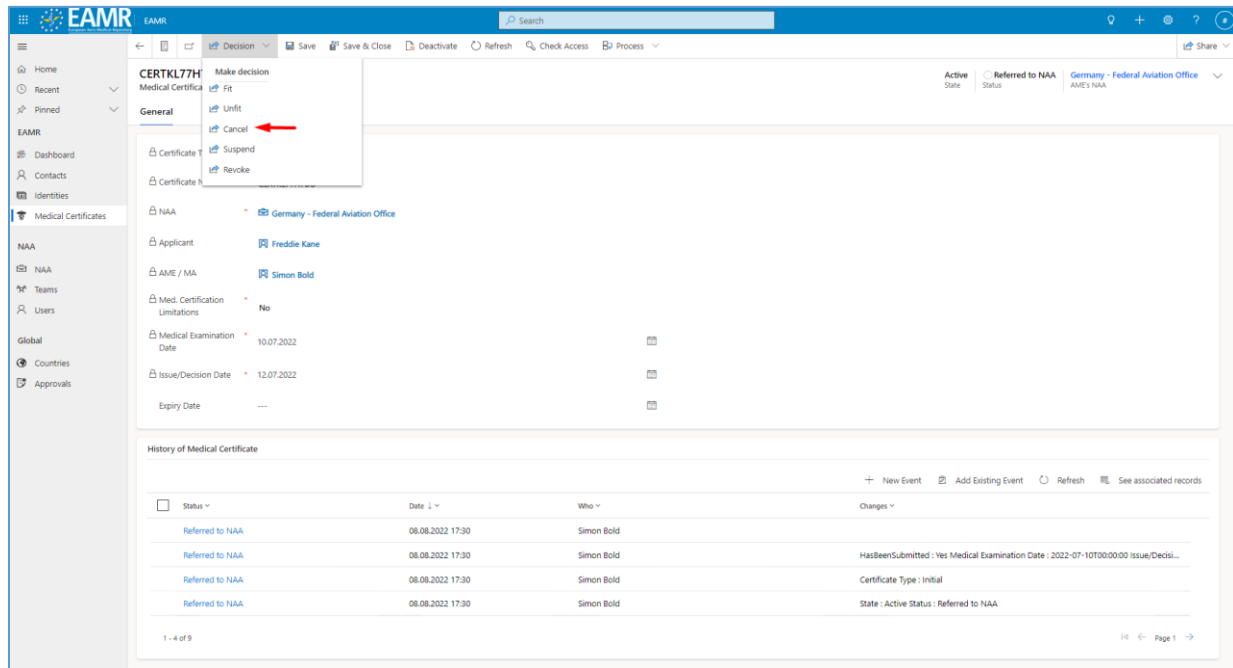
Status	Date	Who	Changes
Released	26.01.2023 16:37	# Predica Test	Decision Date : 2023-01-26T00:00:00+01:00 Time Zone Rule Version Number : 0
Released	26.01.2023 16:37	Simon Bold	Status : Released State : Active
Referred to NAA	08.08.2022 17:30	Simon Bold	
Referred to NAA	08.08.2022 17:30	Simon Bold	HasBeenSubmitted : Yes Medical Examination Date : 2022-07-10T00:00:00 Issue/Decisi...

Step 7. Alternatively the applicant may be deemed unfit to fly by pressing the "Unfit" button.

The screenshot shows the EAMR interface with a dropdown menu open over the 'Unfit' button. The menu options are 'Fit', 'Unfit', 'Cancel', 'Suspend', and 'Revoke'. The status of the certificate is 'Referred to NAA'. The 'History of Medical Certificate' table contains the following data:

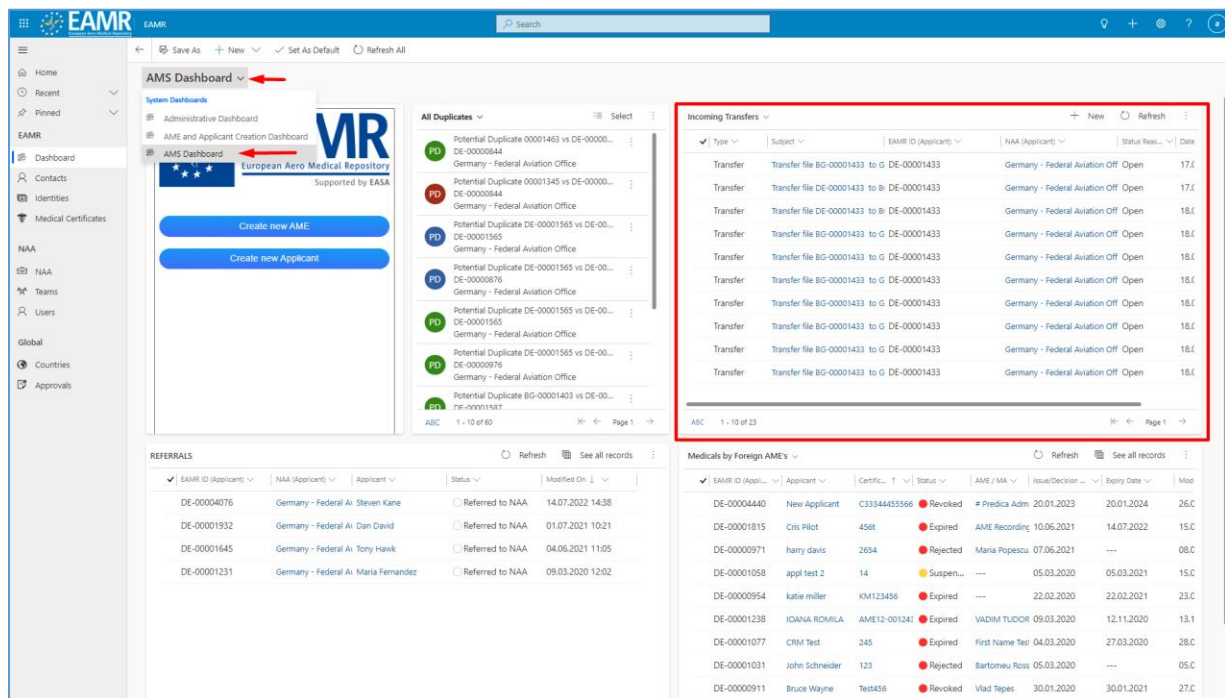
Status	Date	Who	Changes
Referred to NAA	08.08.2022 17:30	Simon Bold	
Referred to NAA	08.08.2022 17:30	Simon Bold	HasBeenSubmitted : Yes Medical Examination Date : 2022-07-10T00:00:00 Issue/Decisi...
Referred to NAA	08.08.2022 17:30	Simon Bold	Certificate Type : Initial
Referred to NAA	08.08.2022 17:30	Simon Bold	State : Active Status : Referred to NAA

Step 8. If you would like to cancel the action, please press the Cancel button. If the application was previously in a released or expired state, the record will revert to its original status. If it is a brand-new application, the application will be marked as Cancelled.



6.2 Managing incoming applicant transfer requests

Step 1. Open the AMS Dashboard and review the records listed in the Incoming Transfers section.



Step 2. Select the transfer to be processed.

Incoming Transfers							New	Refresh	
✓	Type	Subject	EAMR ID (Applicant)	NAA (Applicant)	Status Reas...	Date			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	17.0			
	Transfer	Transfer file DE-00001433 to B	DE-00001433	Germany - Federal Aviation Off	Open	17.0			
	Transfer	Transfer file DE-00001433 to B	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			
	Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0			

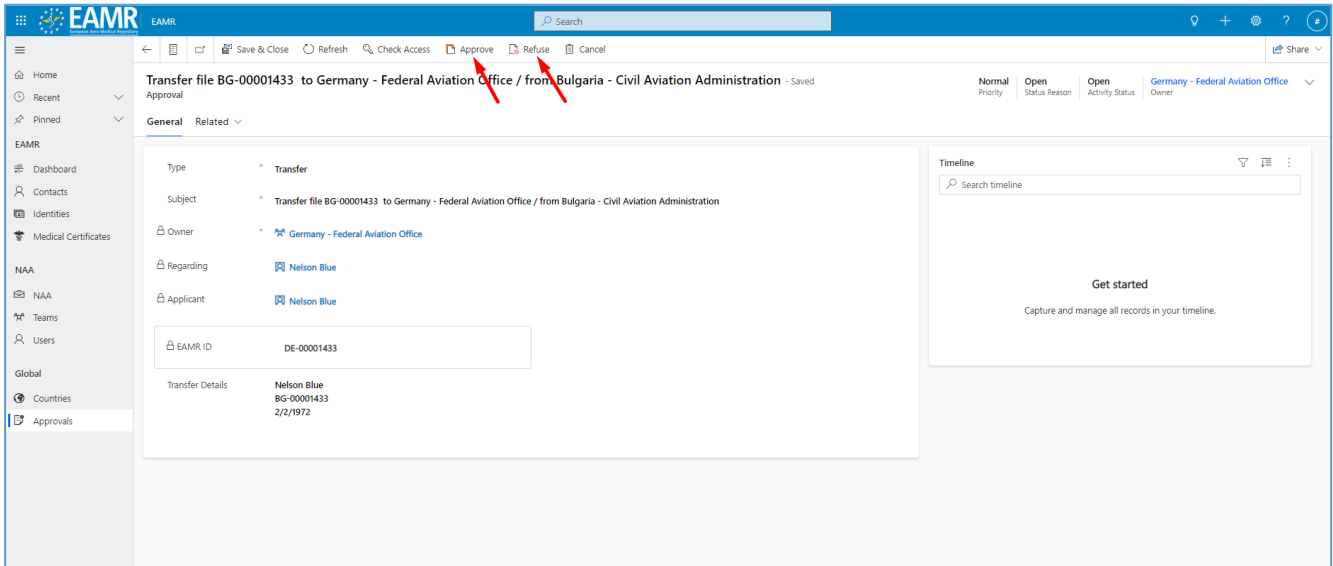
Step 3. Review the transfer details.

The screenshot shows the EAMR application interface. The main content area displays the details for a transfer approval with the title "Transfer file BG-00001433 to Germany - Federal Aviation Office / from Bulgaria - Civil Aviation Administration". The details are organized into sections: "General" and "Related".

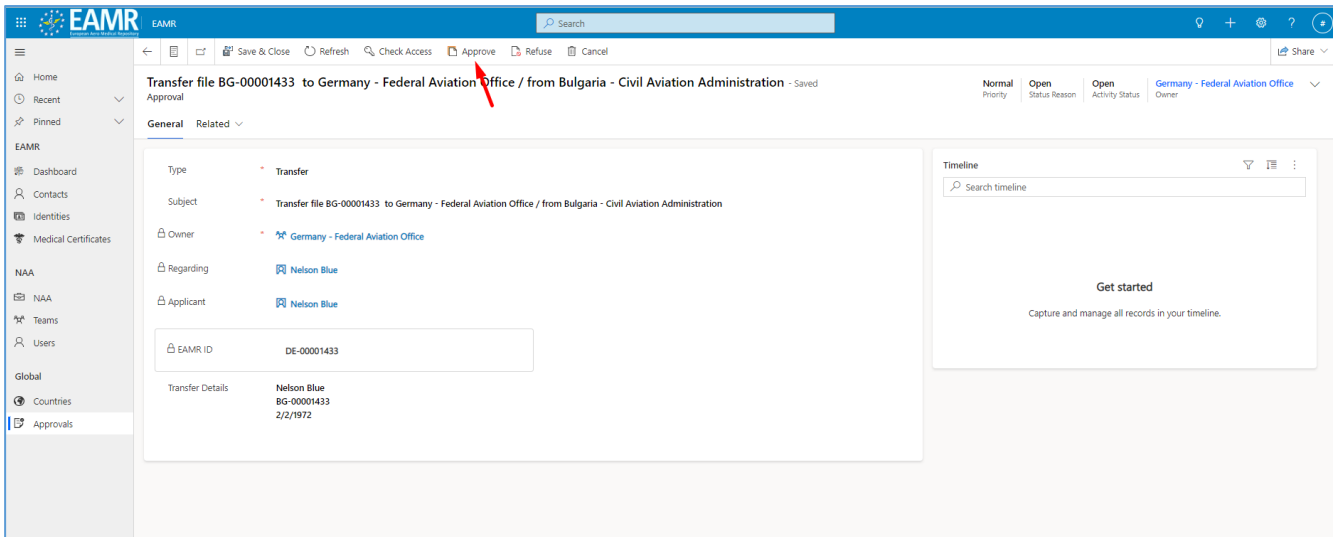
- General:**
 - Type: Transfer
 - Subject: Transfer file BG-00001433 to Germany - Federal Aviation Office / from Bulgaria - Civil Aviation Administration
 - Owner: Germany - Federal Aviation Office
 - Regarding: Nelson Blue
 - Applicant: Nelson Blue
 - EAMR ID: DE-00001433
- Transfer Details:**
 - Nelson Blue
 - BG-00001433
 - 2/2/1972

On the right side, there is a "Timeline" section with a search bar and a "Get started" button. The top navigation bar includes "Home", "Recent", "Pinned", "EAMR", "Dashboard", "Contacts", "Identities", "Medical Certificates", "NAA", "NAA", "Teams", "Users", "Global", "Countries", and "Approvals".

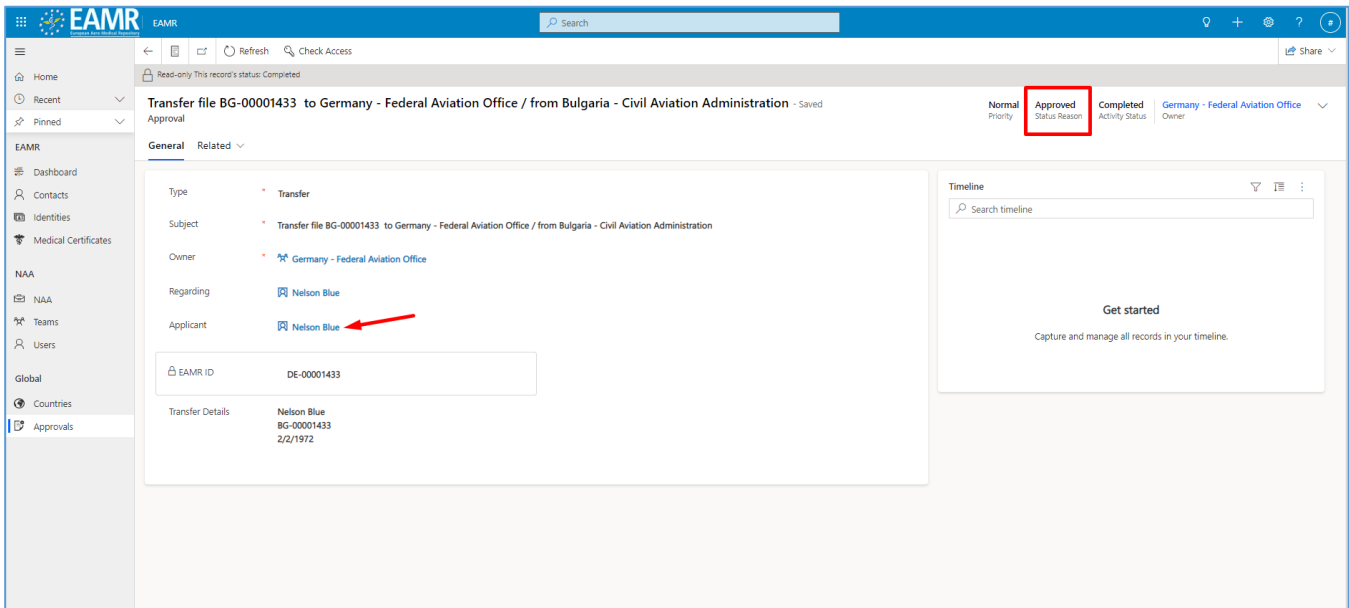
Step 4. You may accept the incoming transfer by pressing the Approve button, or reject the transfer by pressing the Refuse button.



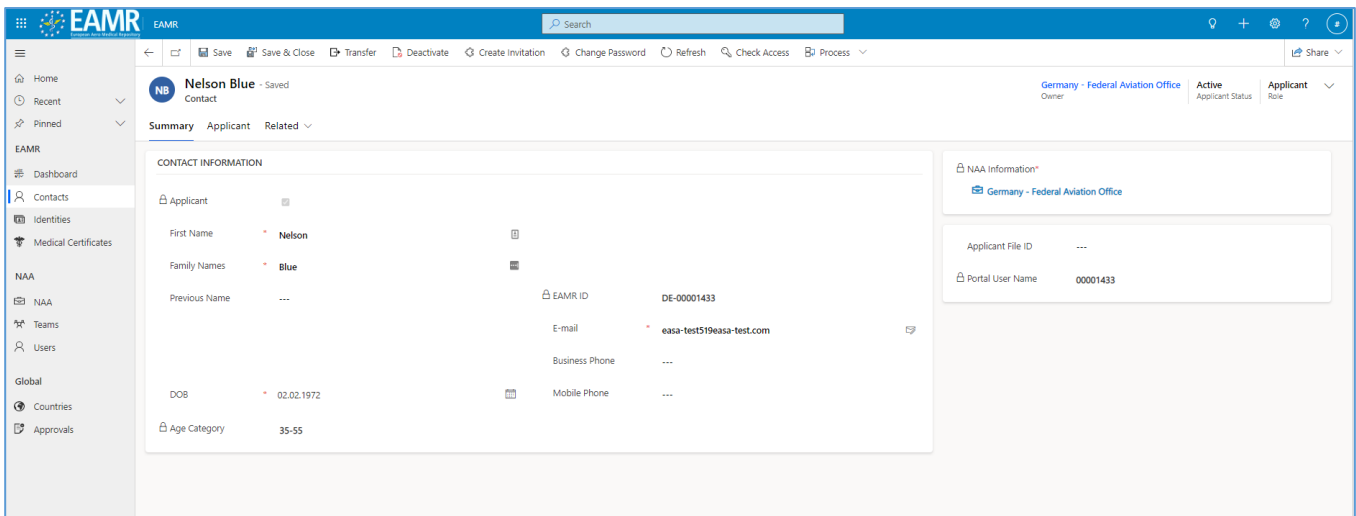
Step 5. Press the Approve button to allow the incoming transfer of the applicant to your NAA.



Step 6. Transfer is marked as approved, and the applicant is now registered with your NAA. Click on the applicant's name to view the relevant record.

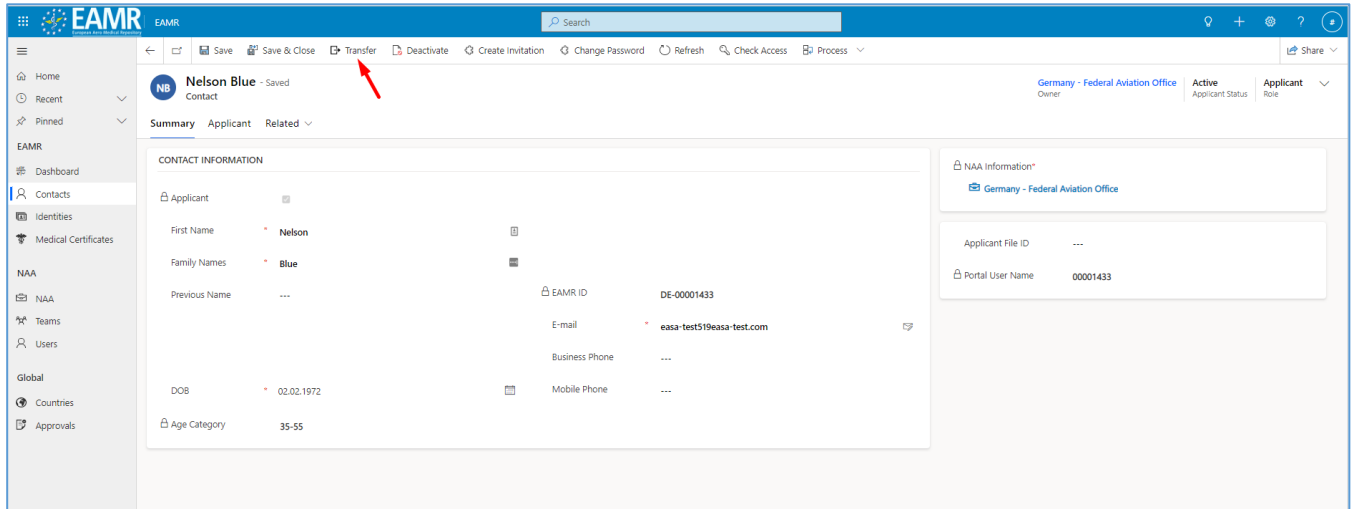


Step 7. The transferred applicant's record is displayed.

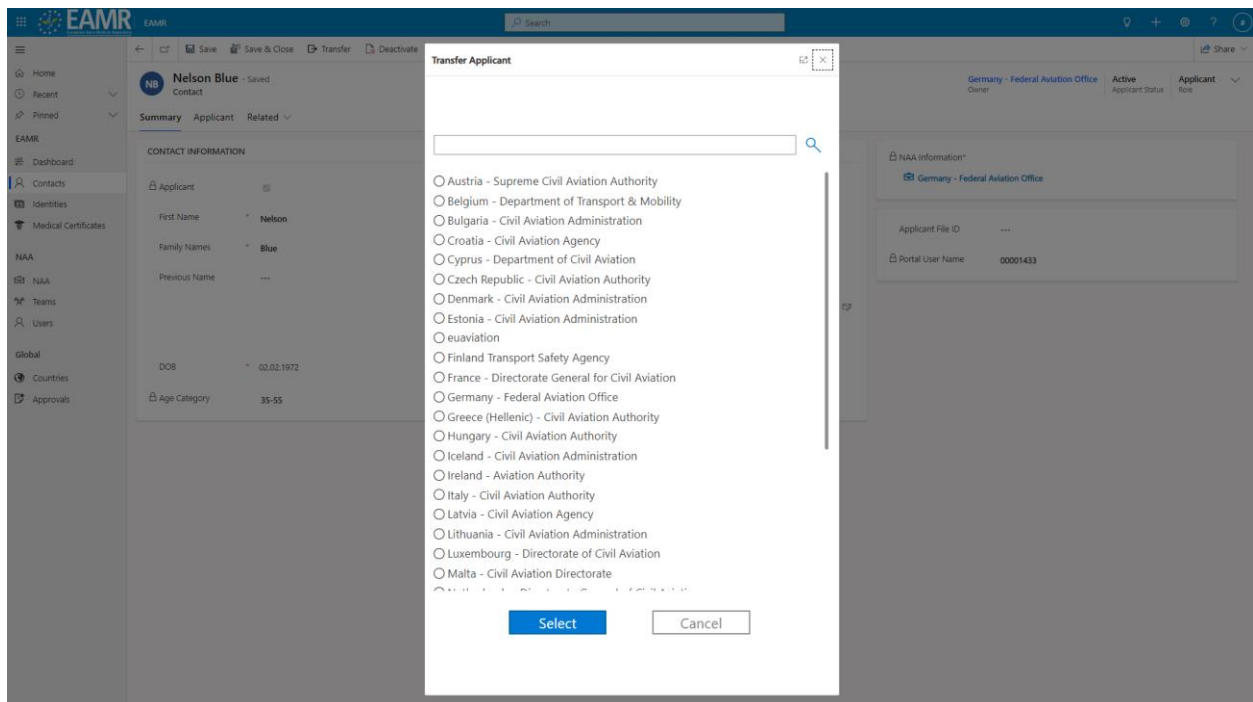


6.3 Transferring an applicant to another NAA

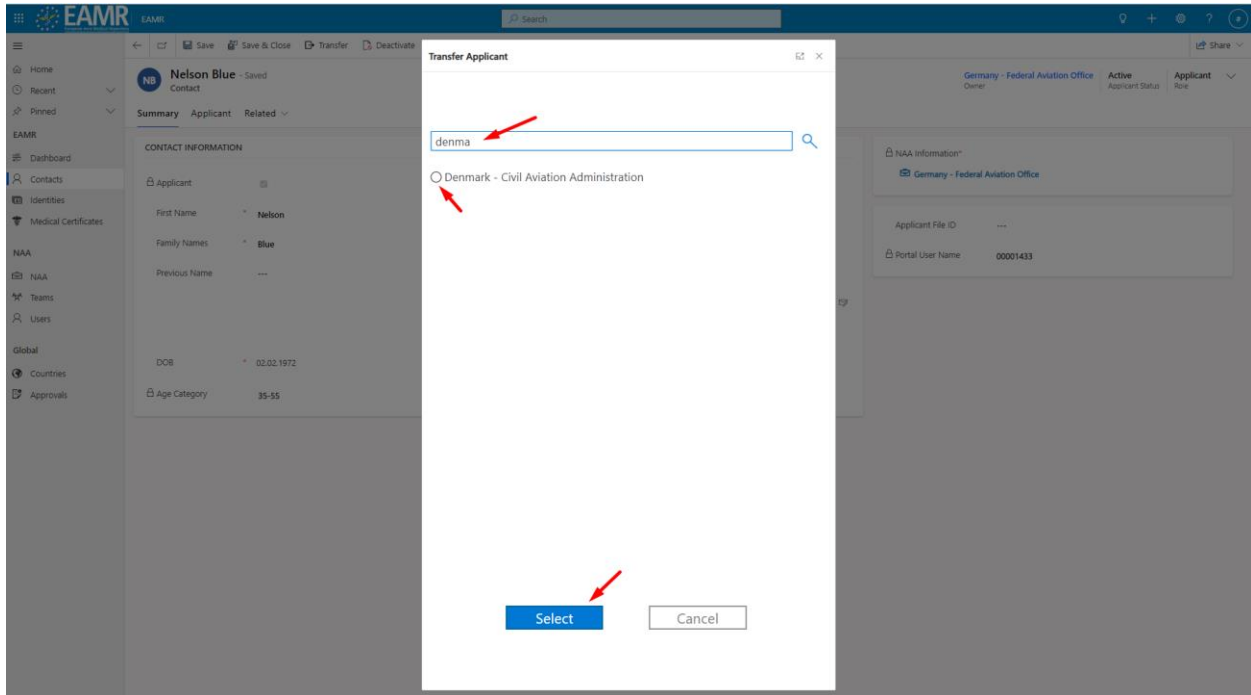
Step 1. Open the relevant applicant record and press the Transfer button.



Step 2. The transfer popup is displayed.



Step 3. Scroll down and select the NAA to transfer to. You may also enter the NAA name to filter the search results. Press the Select button to request the transfer.



The transfer is initiated, and the target NAA will see the incoming transfer on their AMS Dashboard.

7 Applicant Administration

7.1 Managing duplicate applicant records

Step 1. Review the detected duplicates in the AMS Dashboard. Open the record to be processed.

The screenshot shows the EAMR AMS Dashboard. The 'All Duplicates' section is highlighted with a red arrow and contains a list of potential duplicate records:

- Potential Duplicate 00001463 vs DE-00000844 (Germany - Federal Aviation Office)
- Potential Duplicate 00001345 vs DE-00000844 (Germany - Federal Aviation Office)
- Potential Duplicate DE-00001565 vs DE-00000844 (Germany - Federal Aviation Office)
- Potential Duplicate DE-00001565 vs DE-00000976 (Germany - Federal Aviation Office)
- Potential Duplicate DE-00001565 vs DE-00000976 (Germany - Federal Aviation Office)
- Potential Duplicate DE-00001565 vs DE-00000976 (Germany - Federal Aviation Office)
- Potential Duplicate BG-00001403 vs DE-00001567 (Germany - Federal Aviation Office)

The 'Incoming Transfers' table shows a list of transfer records:

Type	Subject	EAMR ID (Applicant)	NAA (Applicant)	Status Reason	Date
Transfer	Transfer file DE-00001433 to B	DE-00001433	Germany - Federal Aviation Off	Open	17.0
Transfer	Transfer file DE-00001433 to B	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0
Transfer	Transfer file BG-00001433 to G	DE-00001433	Germany - Federal Aviation Off	Open	18.0

The 'REFERRALS' table shows a list of referral records:

EAMR ID (Applicant)	NAA (Applicant)	Applicant	Status	Modified On
DE-00004076	Germany - Federal Av	Steven Kane	Referred to NAA	14.07.2022 14:38
DE-00001932	Germany - Federal Av	Dan David	Referred to NAA	01.07.2021 10:21
DE-00001645	Germany - Federal Av	Tony Hawk	Referred to NAA	04.06.2021 11:05
DE-00001231	Germany - Federal Av	Maria Fernandez	Referred to NAA	09.03.2020 12:02

The 'Medicals by Foreign AME's' table shows a list of medical records:

EAMR ID (Applicant)	Applicant	Certific...	Status	AME / MA	Issue/Decision	Expiry Date	Mod
DE-00004440	New Applicant	C33344455566	Revoked	# Predica Adm	20.01.2023	20.01.2024	26.C
DE-00001815	Cris Pilot	456t	Expired	AME Recording	10.06.2021	14.07.2022	15.C
DE-00000971	harry davis	2654	Rejected	Mania Popescu	07.06.2021	---	08.C
DE-00001058	appl test 2	14	Suspen...	---	05.03.2020	05.03.2021	15.C
DE-00000954	katie miller	KM123456	Expired	---	22.02.2020	22.02.2021	23.C
DE-00001238	IOANA ROMILA	AME12-001241	Expired	VADIM TUDOR	09.03.2020	12.11.2020	13.1

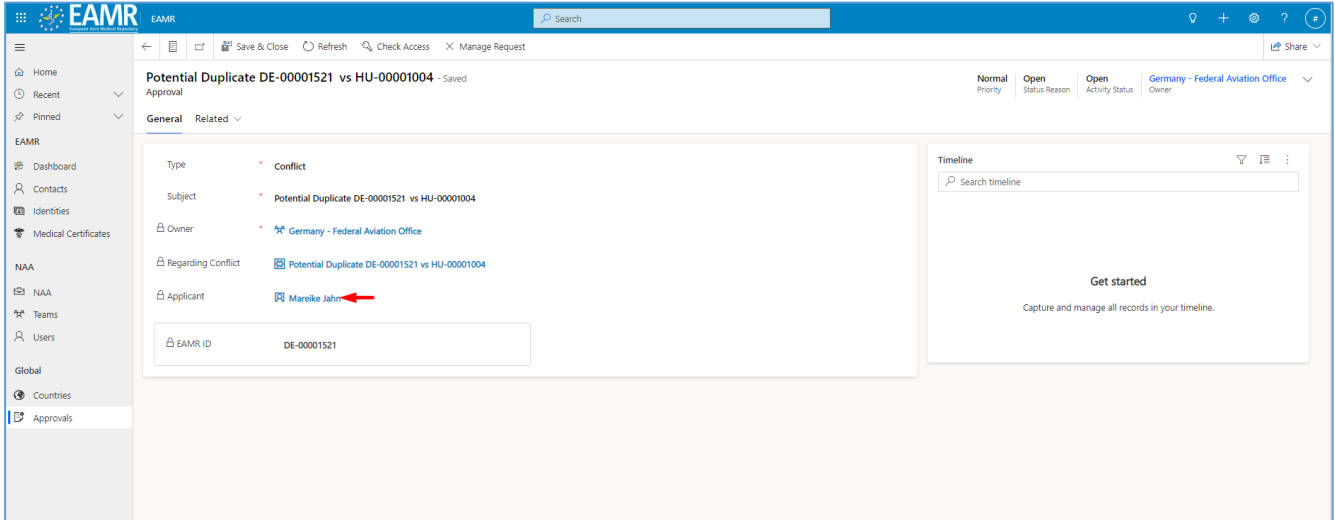
Step 2. Review detected duplicate.

The screenshot shows the detailed view of a potential duplicate record: 'Potential Duplicate DE-00001521 vs HU-00001004'. The record is saved and has a 'Normal' priority. The 'General' tab is selected, showing the following details:

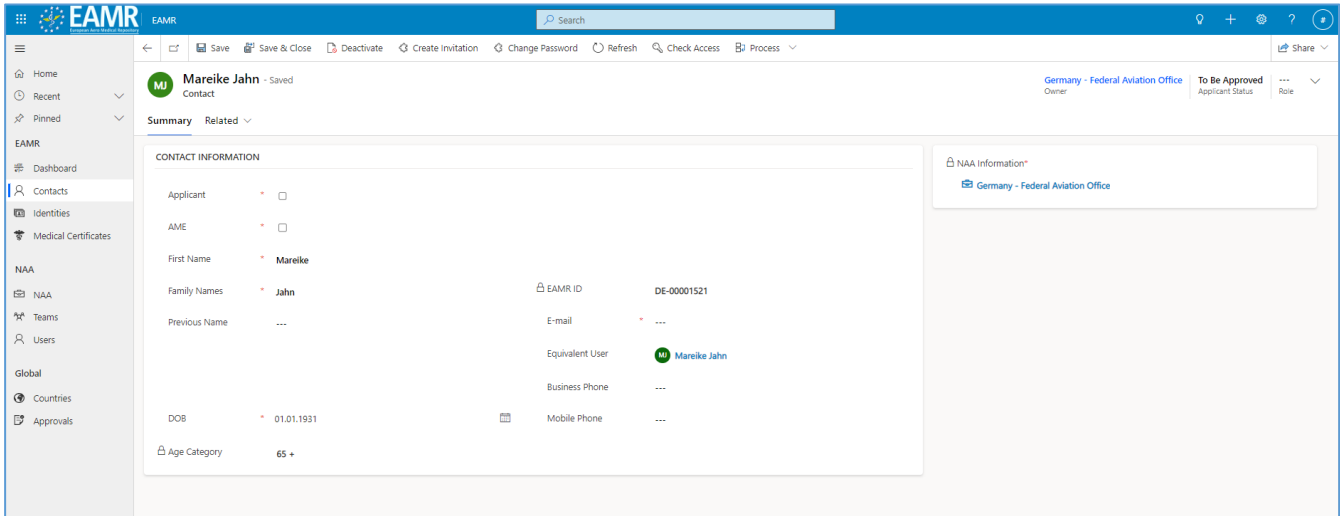
- Type: Conflict
- Subject: Potential Duplicate DE-00001521 vs HU-00001004
- Owner: Germany - Federal Aviation Office
- Regarding Conflict: Potential Duplicate DE-00001521 vs HU-00001004
- Applicant: Mareike Jahn
- EAMR ID: DE-00001521

The 'Timeline' section is empty, with a 'Get started' message: 'Capture and manage all records in your timeline.'

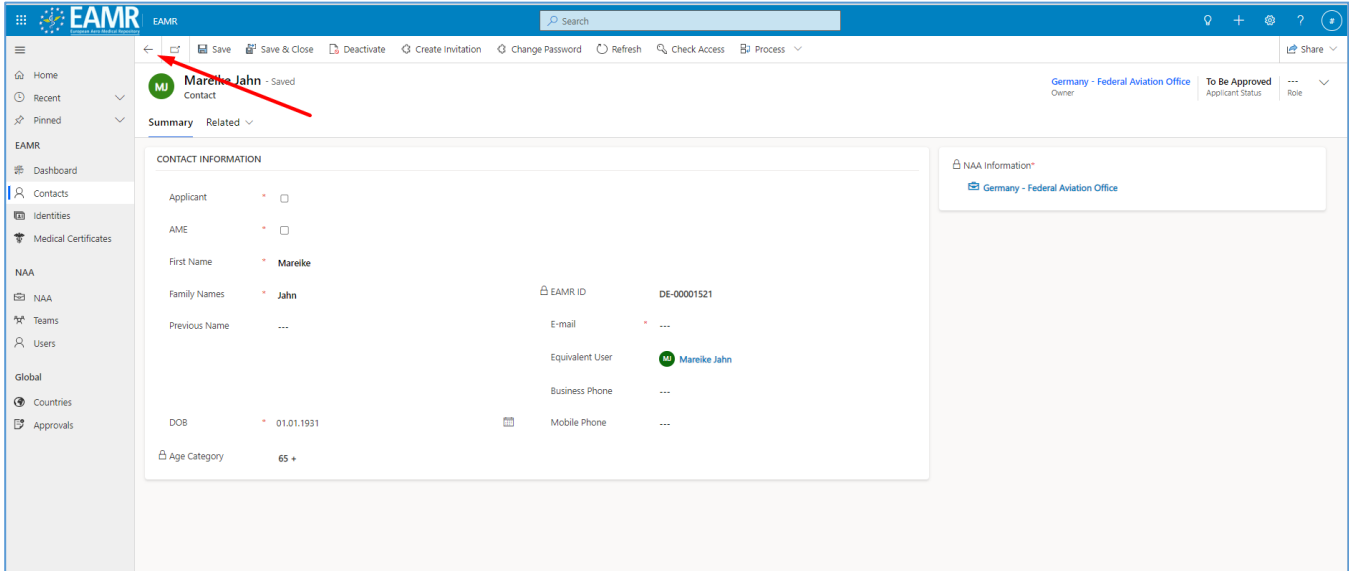
Step 3. Review the applicant that may be a duplicate by clicking on the Applicant name.



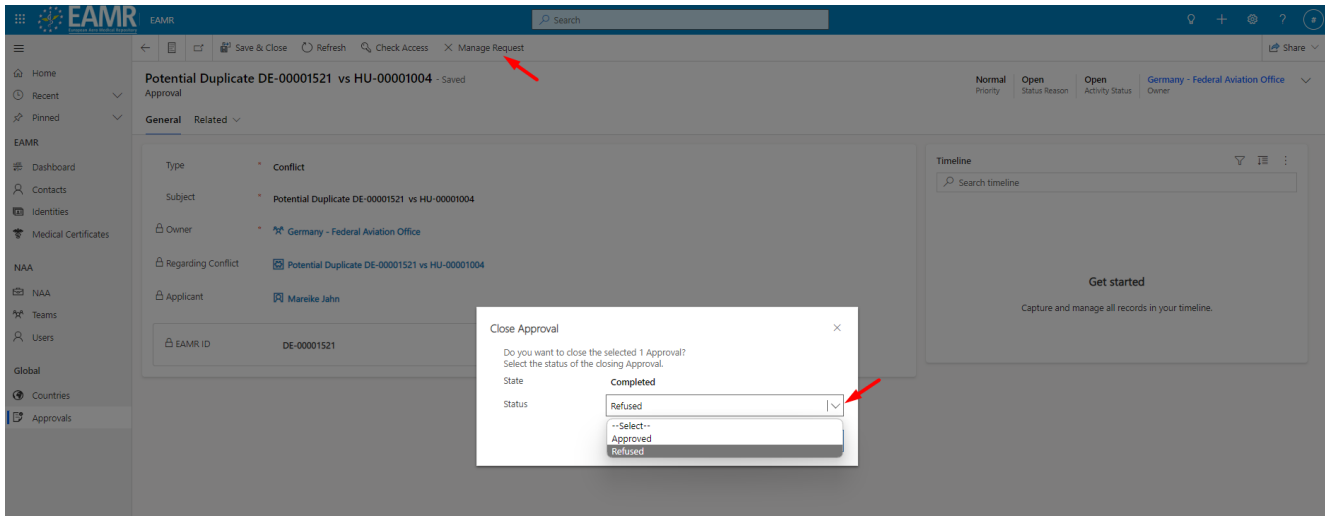
Step 4. Review the applicant's details, check that it is indeed a new applicant rather than a duplicate.



Step 5. Press the back button on your browser to return to the duplicate check record.



Step 6. Click on the Manage Request, and select Approved if the applicant is not considered a duplicate, or "Refused" if the applicant is considered a duplicate.



7.2 General Administration

Step 1. Open the Administrative views and switching to the dashboard below. Review statistics, applicants with no released medical certificates, and expiring AME records.

AME and Applicant Creation Dashboard

System Dashboards

- Administrative Dashboard
- AME and Applicant Creation Dashboard
- AMS Dashboard

Applicants full details

Applicant by NAA

NAA	Active	Pending	To Be Approved
Germany - Federal Aviation Office	114	0	2

AME / MA

AME by NAA

NAA	Active	Pending	To Be Approved
Germany - Federal Aviation Office	55	1	4

All Approvals

Subject	EAMR ID (Applica...)	NAA (Applicant)	Activity Status	Status Reason	Date Created
Potential Duplicate HR-00001562 vs DE-00001544	DE-00001544	Germany - Federal Aviation C	Open	Open	20.01.2023 11:03
Potential Duplicate HR-00001562 vs DE-00001521	DE-00001521	Germany - Federal Aviation C	Open	Open	20.01.2023 11:03
Potential Duplicate HR-00001543 vs DE-00000875	DE-00000875	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001543 vs DE-00000976	DE-00000976	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001562 vs DE-00000875	DE-00000875	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001543 vs DE-00000877	DE-00000877	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02
Potential Duplicate HR-00001543 vs DE-00000876	DE-00000876	Germany - Federal Aviation C	Open	Open	20.01.2023 11:02

AME With Expiry Date Next 30 Days

EAMR ID	Role	NAA	Head of Ae...	Full Name
DE-00001...	AME	Germany - Fed	Yes	Cris Pana
DE-0000...	AME	Germany - Fed	Yes	Lady Gaga
DE-00001...	AME	Germany - Fed	Yes	Pippi Langstrumpf

Administrative Dashboard

My NAA Active Medical Certifications

My NAA Medical Certificates' type

Type	Count
Initial	46
Renewal	87
Renewal	10
Renewal	9

My NAA Medical certificates' status

CountAll (Certificate Number)

Status	Count
Cancelled	5
Corrected	2
Expired	75
New / In P...	18
Refused L...	5
Rejected	15
Released	8
Revised	22
Suspended	3

Applicants With No Released Medical Certificates

EAMR ID	NAA	Full Name
DE-00001585	Germany - Federal Aviation Office	Alex Stoica
DE-00004105	Germany - Federal Aviation Office	anna blue
DE-00001048	Germany - Federal Aviation Office	App Test 1
DE-00001058	Germany - Federal Aviation Office	appl test 2
DE-00001413	Germany - Federal Aviation Office	asleef weterge
DE-00001609	Germany - Federal Aviation Office	Bart Simpson
DE-00000813	Germany - Federal Aviation Office	Betty Wright
DE-00001908	Germany - Federal Aviation Office	Billy Tester

AME expired certificate

EAMR ID	Full Name	NAA	Head of AeMC
DE-00001635	Alfred Quak	Germany - Federal Aviation C	Yes
DE-00001120	AME 1 Test	Germany - Federal Aviation C	Yes
DE-00001353	Barry Thompson	Germany - Federal Aviation C	No
DE-00004147	Gavin Blue	Germany - Federal Aviation C	Yes
DE-00004165	German Testers	Germany - Federal Aviation C	Yes
DE-00001015	Ion Panait	Germany - Federal Aviation C	Yes
DE-00003537	kay Tester	Germany - Federal Aviation C	No
DE-00003654	Lawson Kijjay	Germany - Federal Aviation C	No