Accessing and Login

Vistair's DocuNet application may be accessed by clicking the link on the Inflight page of myfrontier.org or by typing the following address in your web browser's URL: https://docunet-online-cho.vistair.com/ Chrome, Firefox or Safari are recommended browsers .

On the log-in screen, enter the following:

- **Airline (ICAO) - FFT**

- **Username - Frontier Active Directory (AD) username.**

   o   This is the same username for accessing the crew room computers and Schoox.

Accessing Vistair from any computer or mobile device requires the OverWatch authentication, the same as Schoox. You will be prompted to enter your Frontier Active Directory (AD) username and password on the OverWatch authentication screen.

Navigation

The instructions provided here are for viewing online when accessing Vistair's DocuNet from a computer. For mobile app information refer to the Vistair Mobile Application portion of this must-read. Once logged in, the initial display will vary depending if the user has any unread Read and Signs (Must-Reads).
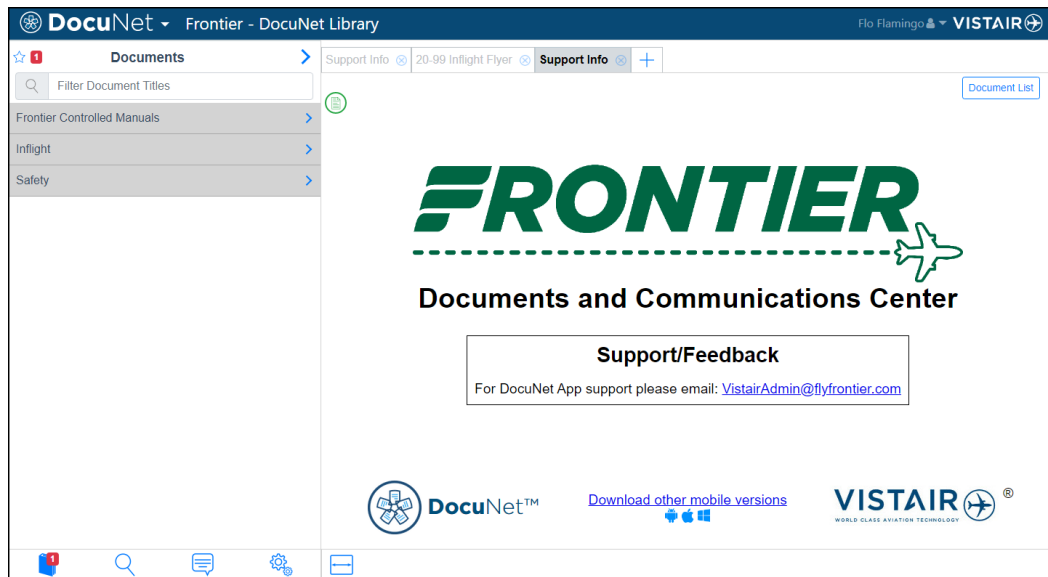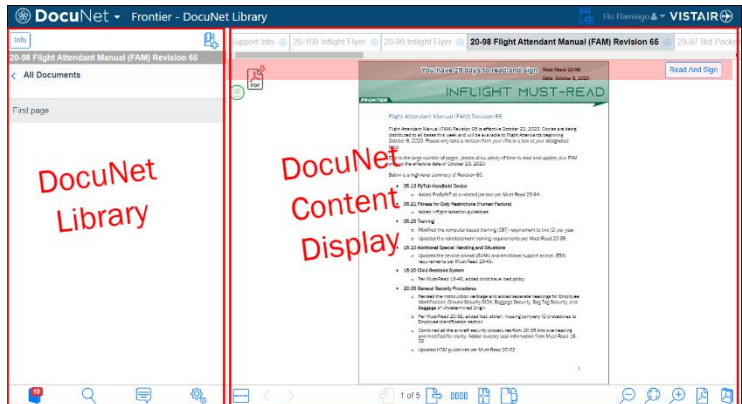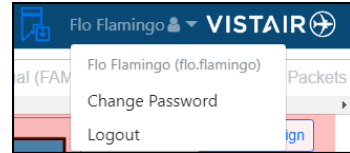
Example: DocuNet initial display with no unread Read and Signs (Must-Reads)
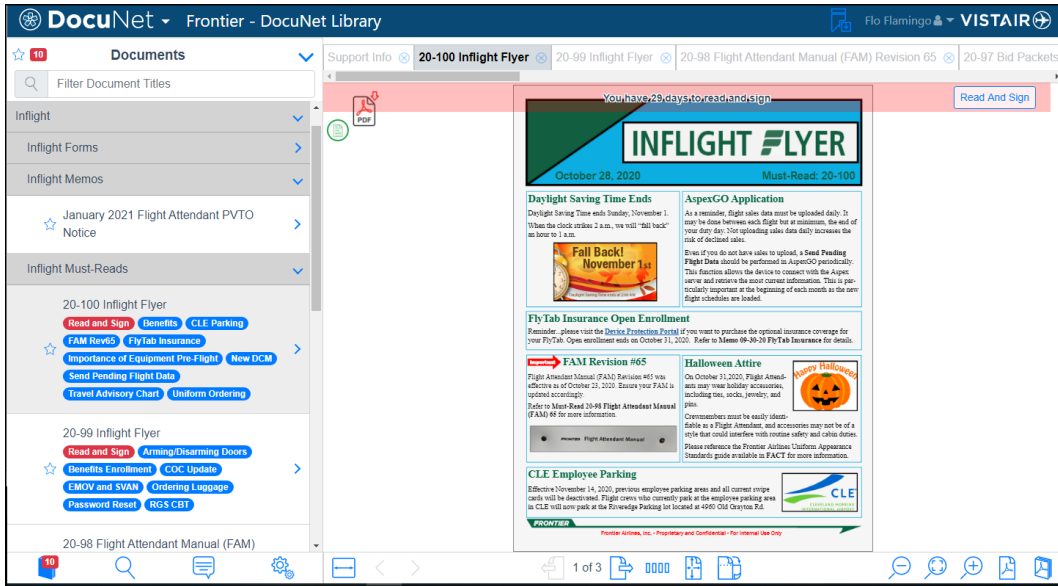
Example: DocuNet initial display with unread Read and Signs (Must-Reads)

Select **Logout** under the user profile name at the top right corner of the screen to exit the application.


DocuNet has two main sections: Document Library (left panel) and Document Content Display (right panel).

Document Library

The left panel of DocuNet is where documents are listed under the groups titled Inflight Forms, Inflight Memos, and Inflight Must-Reads. Additional groups will be added as we expand the use of Vistair.

- At the top of the Document Library, a **Star** icon is displayed. Click on the icon to display all your favorite documents. Mark any document in the library as a "favorite" by clicking the star icon to the left of the document title.

- Next to the **Star** icon, a red box with a number will display if any **Read and Sign** documents (Must-Reads) are unread. When the icon is clicked a list all unread required documents displays.

- The Search bar allows you to search for a specific document.

- To expand a group (Inflight Forms, Inflight Memos and Inflight Must-Reads) and display them, click on the arrow to the right of the group name.

- To view a specific document, click on the must-read/memo title or the arrow to the right of the title.

- The red **Read and Sign** tag below the document title indicates the document requires compliance and is unread. The icon will turn green once compliance is completed.

- The blue tags list the topics in the Inflight Flyer.

- At the bottom of the Document Library is a tool bar providing additional functionality.
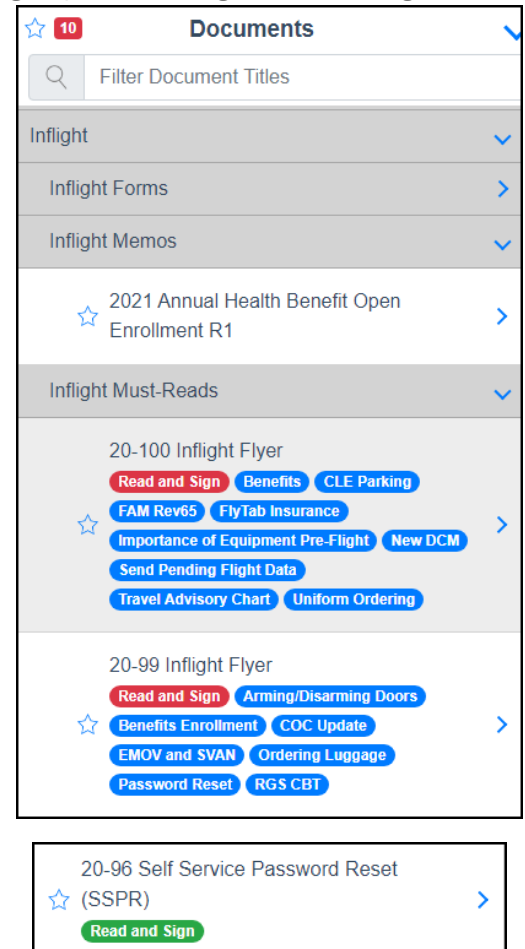
The **Search** button (magnifying glass icon) opens the search feature where options can be set to the current document being viewed ("Current"), all the documents in the same group as the current document being viewed ("Group"), or all documents ("All") in the library. In addition, you can search for titles or phrases.

The **Settings button** (gear icon) provides functions such as night mode, text zoom, and a tagging option.

The **Table of Contents** button (book icon) displays the number of unread **Read and Sign** documents just like the red box at the top of the Document Library. Click on the button at any time to return to the Document Library list.

The **Annotations** button (comment icon) lists annotations made to your documents.
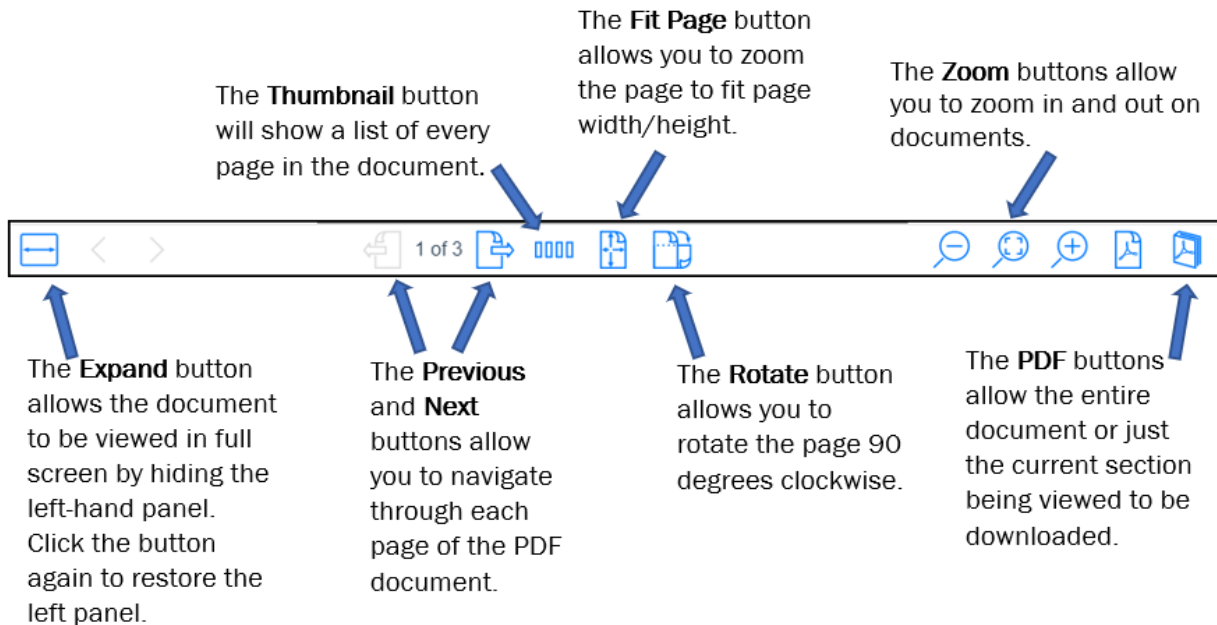
Document Content Display

The right panel of DocuNet is where individual documents are displayed.

- When a specific must-read/memo is selected from the Document Library, the first page of the Must-Read/Memo displays, and a new tab window is opened with the document name. Like a webpage, the tabs allow for many documents to be opened at once and easy toggling between them.
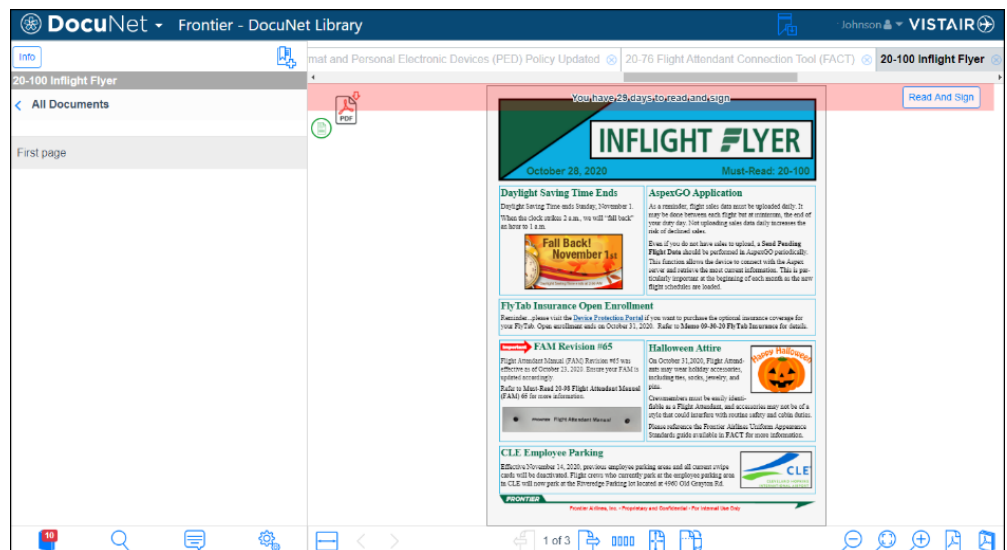

  – The dark grey bar under the tabs allows easy scrolling to the right/left to view multiple open tabs.

  – Click on the "X" to the right of the tab title to close.

- When a document is displayed, the left side of the screen changes from the Document Library to the Table of Contents for the displayed document.

- If the document is a **Read and Sign** (Must-Read) and has not been complied with, a red banner will display across the top of the document advising how many days are left for compliance. Refer to the Document Compliance portion of this Must-Read for **Read and Sign** (Must-Read) instructions.

- To download the document, click on the PDF icon.

- At the bottom of the Document Content Display is a tool bar with additional functionality.

The **Thumbnail** button will show a list of every page in the document.

The **Fit Page** button allows you to zoom the page to fit page width/height.

The **Zoom** buttons allow you to zoom in and out on documents.

The **Expand** button allows the document to be viewed in full screen by hiding the left-hand panel. Click the button again to restore the left panel.

The **Previous** and **Next** buttons allow you to navigate through each page of the PDF document.

The **Rotate** button allows you to rotate the page 90 degrees clockwise.

The **PDF** buttons allow the entire document or just the current section being viewed to be downloaded.

- To go back to the Document Library list, click on **All Documents** in the left panel.

- Another option is to click on the **Support Info** tab or the "**+**" sign to display the Document Content Display home page.
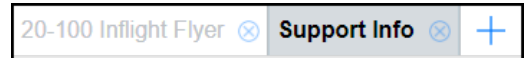
- From the Document Content Display home page, click on the color-coded Page icon to view a quick list of **Read and Sign** documents with the due dates. To view an individual document, click on the title.

  – Green indicates documents with over 24 hours to due date.

  – Yellow indicates documents with less than 24 hours to due date.

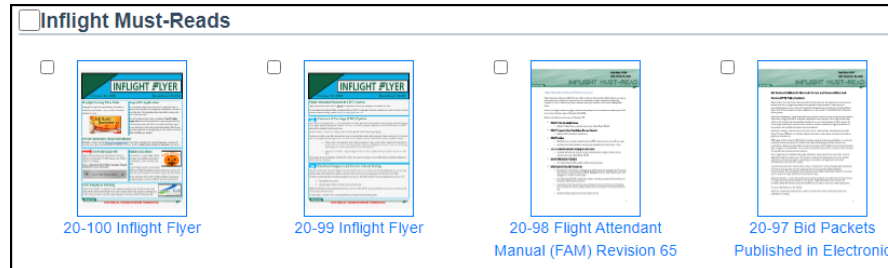 – Red indicates past due documents.

- From the Document Content Display home page, click on the **Document List** button, located on the top right corner to display the document groups such as Inflight Memos, Inflight Must-Reads and all the documents available.

  – The document list can be changed from a list to a thumbnail view by clicking on **Document Thumbnail** button.
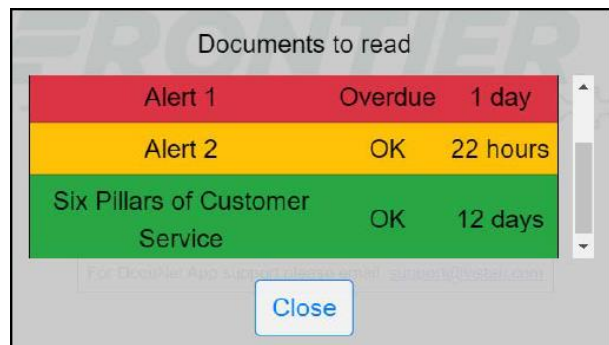
Documentation Notification

When a document (Must-Read or Memo) is assigned, the user will receive an email notification, if a valid email address is in their profile. To add or edit an email address used for Vistair's DocuNet, the user must update their UltiPro profile.

An email reminder will be sent to the user for any unread Must-Reads that are within three (3) days of the compliance due date and one each day after the compliance due date.
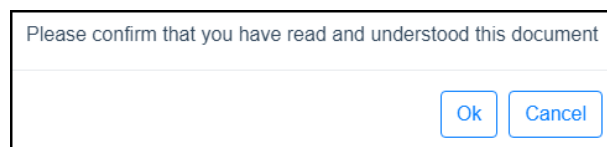
Document Compliance

Documents that have been marked as mandatory Read and Sign (Must-Reads) will automatically force themselves open in the Document Content Display pane. If you have multiple Read and Signs, they will all open in separate tabs. If you close the tabs without completing Read and Sign, they will re-open at five-minute intervals until you complete the Read and Sign.

Once you have reviewed the entire Must-Read document:

1. Comply with the must-read by clicking on the **Read and Sign** button on the top right-hand side of the screen. NOTE: There is not a code to be entered.
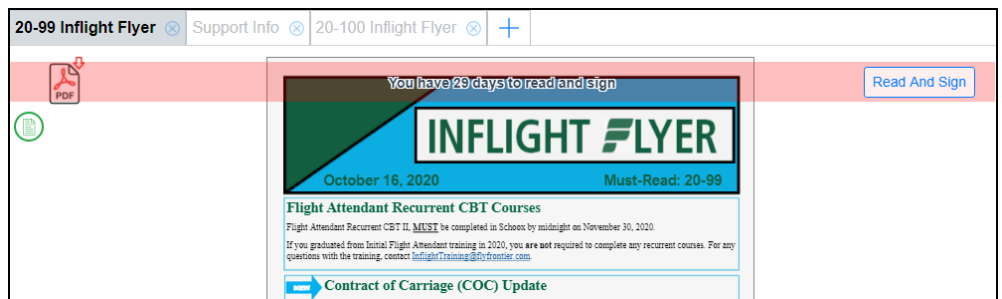
2. A confirmation pop-up will display. Select **OK**, if you have read and understand the must-read. Select, **Cancel** to go back to the document without recording compliance.


3. The red **Read and Sign** banner will change to green and display the date and time of compliance.

4. If multiple **Read and Sign** documents are needing compliance, the next document will immediately display in the Document Content Display pane.

Annotations

Annotations (notes) can easily be added to any documents and viewed at any time. To add a note:

1. Display a document and highlight the section in which you want the note added.

2. The Pen and Paper icon will display. Click on the icon to open the text box.

3. Type the note and select the highlighted text color options or if you want a sticky note to display.

4. Anytime that document is displayed, the note will be displayed.

5. Notes can be accessed by clicking on the Comment icon on the Document Library display tool bar.

6. Click on a specific note to display the entire document.
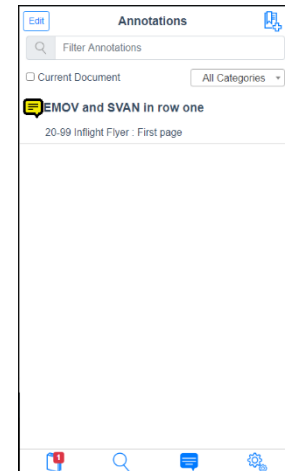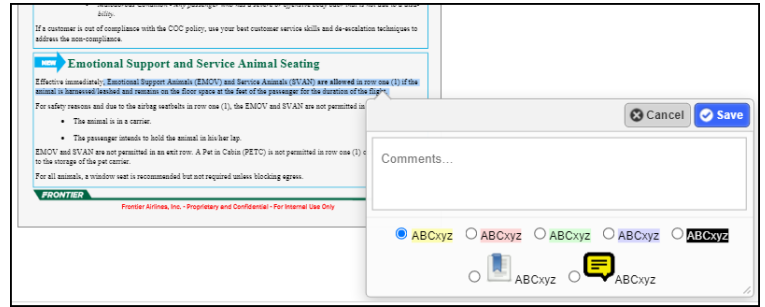
Forms

The **Commuter Registration** form is currently the only form available in Vistair's DocuNet. Other Comply365 forms will either be discontinued or have already been moved into ProSafeT.

Forms may be accessed in the Document Library under the group titled **Inflight Forms**. Click on the form title to open. Once all necessary fields on the form are completed, select **Submit**.

FRONTIER

Commuter Registration

Form Number: 30932

Revision Date: 11/06/20

Instructions: The commuter registration for is the formal notice to the company that you reside at a city outside of your domicile city and will commute to work by flight from that city and qualify for the Commuter Clause provision in the Collective Bargaining Agreement (CBA). Be sure to complete this Commuter Registration form **prior** to your first commuting flight, for any base transfers or when any commuter travel information needs to be updated.

First Name ⓘ

Employee Number ⓘ

Last Name ⓘ

FA Base

Per CBA Art 23.A.4, you are able to commute from any airport within 180 miles of your home airport. If LGA is your home airport, you may commute from another airport within 180 miles of that airport, such as JFK or EWR. No need to list all three airports.

Home Commuter Airport Code

3-digit airport code (SAN)

Second Commuter Airport Code

3-digit airport code (SAN)

Third Commuter Airport Code

3-digit airport code (SAN)

Once a form is submitted, the form will be locked. Select **Rest** to clear the form.

This form has been locked. If you want to reset the form and submit it again, click [Reset]

Vistair Mobile Application

Vistair has a mobile application available for Apple and Android devices. The application is called **DocuNet Viewer** and will be pushed to all FlyTabs on November 17, 2020. The mobile application may be downloaded to personal devices as well.

Before installing the DocuNet Viewer application, ensure the FlyTab is connected to Wi-Fi. Complete the following steps for installation:

1. Open the **Hub** (AirWatch Agent) application.

2. Click on the **App Catalog** option in the header.

3. The **App Catalog** screen will display; scroll down until you see the Schoox application and click **Instal**l.

IMPORTANT: On the blue case FlyTabs, the DocuNet Viewer application app will not be visible on the home screen after installing. You will need to access it through **Hub** and **Mange Apps**.

When logging into the application for the first time, you will be required to register with Vistair's systems to ensure the correct documents are delivered. An internet connection is required to register the application.

On the registration screen, enter the following:

- **Device Type:** Personal

- **Airline (ICAO):** FFT

- **Username:** Frontier Active Directory (AD) username

- **Device Name:** Your name or the name you would like to use to identify that device (not required)

To log in to the application, enter your Frontier AD username and password and then follow the prompts for the Overwatch authentication.

The mobile app has just a few differences from online viewing:

- The Document Library section can be accessed by either tapping on the menu icon (the three bars on the top left corner) or by sliding a finger from the left of the screen pulling the menu out.

- Your document library will need to be updated by clicking on the **Update** icon from the bottom tool bar. Then select **Update All** to install all available updates. Other options available include:
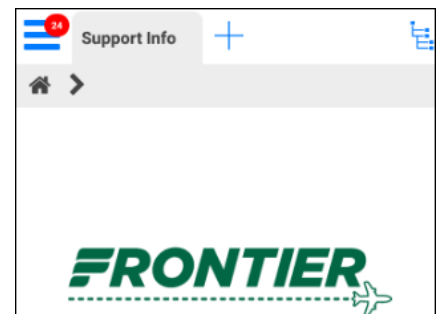
- o **Check for Updates** - Checks for available updates. If you do not click this, the viewer will sweep for available updates every 30 minutes.

- o **Update All Mandatory** - Installs all available mandatory updates.

- o **Update History** - View the list of recently updated documents.

- Read and Sign documents may be complied with while in Airplane mode as the time and date will record in the application. Once a mobile device is connected to the internet/Wi-Fi, DocuNet will refresh and update the complied documents.

- The blue vertical bar next to the document indicates the document has not been opened. The bar is cleared once opened.

- The red vertical bar next to the document indicates it is an unread Read and Sign. The bar will turn green once compliance is recorded.