

FRONTIER

**DocuNet Mobile Viewer
User Guide**



DocuNet

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Introduction

This document is intended as a guide to installing and using the DocuNet Mobile Viewer from a user perspective.

The DocuNet Mobile Viewer will look and function consistently on iOS, Android, and Windows devices. This user guide addresses all platforms, though you may notice small UI differences for certain functions.

Registering the DocuNet Mobile Viewer

When you start the application for the first time you will need to register with Vistair's systems so the correct documents can be delivered to you. A strong Wi-Fi connection is required to be able to register the application

On the registration screen, enter the following:

- **Customer ID or Airline (ICAO) code:** FFT
- **Username:** Frontier Active Directory (AD) username (not email)
- **Device Type:** Work

Once you have successfully entered your details, the application will initialize itself and you will be presented with the opening view containing Frontier's introduction screen.

Note: To log in to the application, enter your Frontier AD username and password and then follow the prompts for the Microsoft Authentication.

DocuNet Mobile Viewer Home Page

After registering the DocuNet Mobile Viewer app, you will be presented with Frontier's home page (content panel). If you have unread Must-Read documents, those will display on content panel.

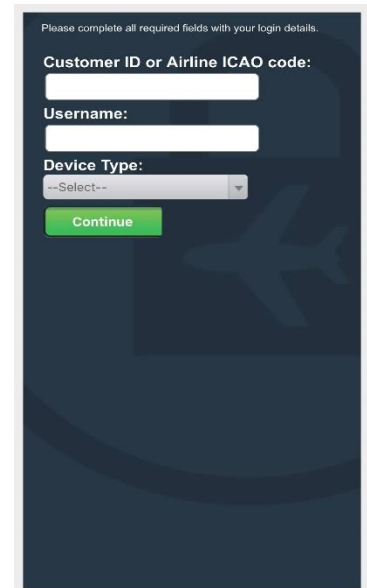
The content (viewing) panel will be loaded without the left-hand panel visible. You can pop the left-hand panel out by doing the following:

- Tapping on the hamburger icon in the top left corner.
- Sliding your thumb from the left of the screen; "pulling" the menu out.

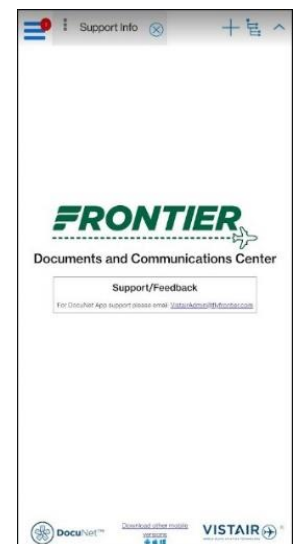
NOTE: If your first time logging in, the document library will be empty to start with – you will need to download (sync) your documents using the library update function.

Screen Layout

The main screen has four principal areas: Content Panel, Top Tab Bar, Bottom Tool Bar and Left-Hand Panel.



The registration screen is dark-themed with white text. At the top, it says "Please complete all required fields with your login details." Below this are three input fields: "Customer ID or Airline ICAO code:", "Username:", and "Device Type:". The "Device Type" field is a dropdown menu currently showing "--Select--". A green "Continue" button is located at the bottom of the form.

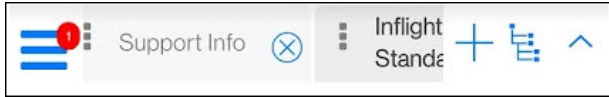


Content Panel

This is where the document content is displayed.

Top Tab Bar

At the top of the content panel is the tab bar. From here you can quickly switch between any open documents and open the breadcrumbs tool.



Bottom Tool Bar

At the bottom of the content panel is the bottom tool bar. This contains tools which affect the content being displayed in the content panel. e.g. zooming, filtering and rotating PDF pages. The icons will change depending on what kind of document you have open.



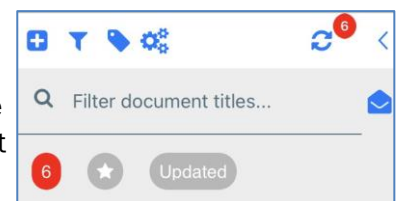
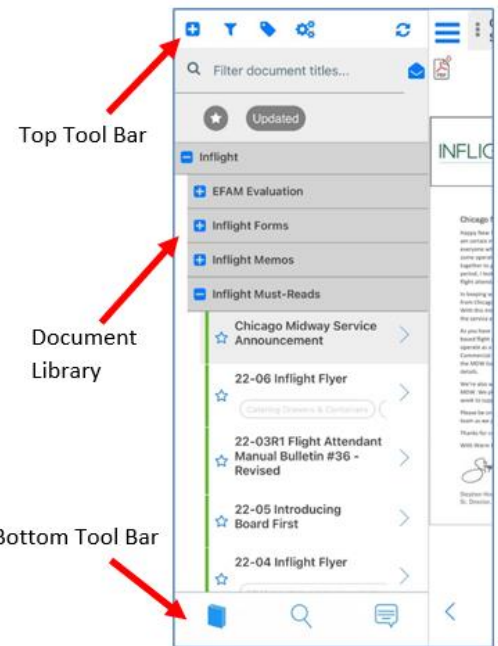
Left-Hand Panel



This panel contains your document library and a top and bottom tool bar. The left-hand panel will change based on what is being viewed in the content panel.

- **Left-Hand Top Tool Bar:** The left-hand top tool bar contains a set of filters and functions that allow you to manipulate the displayed library.



- **Expand/Collapse All Groups:** Tap to expand all groups in your library. Tap again to close all.
- **Library Filter:** Tap to expand and collapse the Library Filter directly beneath the Tool Bar. This contains a further set of filters. You can combine any one of these and the title filter concurrently. The filter contains the following functions.
 - **Document Title Filter:** Typing part, or all of a document title will refine the list of displayed documents to just those that contain the given text in their title.
 - **Mark All as Read:** Tap to mark all documents as read. i.e. clear new and updated documents of their blue bar status.
 - **Read and Sign:** If present, the number of outstanding Read and Sign (mandatory) documents will be displayed. Tap to refine the library to just show these. After selection, the filter color will change to dark red.



- **Favorite Star:** You can add documents in the library to your **Favorites** by selecting the star next to the name of the document. Tap to refine the library to just show your favorites. After selection, the filter color will change to blue. 
- **Updated Documents:** Tap to filter the library to show only new, or updated documents. After selection, the filter color will change to blue. 



- **Tag Filter:** Tap to open the **Tag** selection window. Tags can be used to filter your library. If any Tags are available, a Tag icon will be present on the Top Tool Bar. This allows you to refine the list of displayed documents to just those that match your tag selection.



- **Settings:** Tap to open settings where You can customize a variety of the application settings.



- **Updates:** Tap to open updates. The Mobile Viewer is an 'offline' browser. This means that you must download new and updated documents onto it. The number of available mandatory updates is displayed in the Library Filter.



- **Unpin the Left-Hand Panel:** Tap to unpin the Left-Hand Panel. The left-hand panel, tab bar and bottom tool bar can all be “pinned” or “unpinned”. Pinned panels are permanently on the screen and reduce the content panel size. Unpinned panels temporarily overlay the content panel and slide away if the content panel is clicked, tapped, or scrolled.

- **Left-Hand Bottom Tool Bar:** The left-hand bottom tool bar contains options to view library, search, and annotations.



- **Library:** Tap to view expanded document library.



- **Search:** Tap to search specific terms and phrases within the document or library.

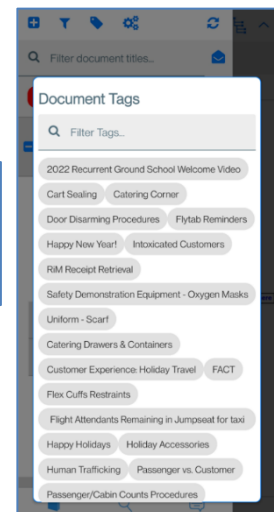
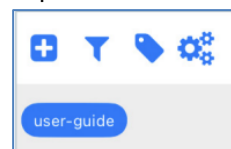


- **Annotations:** Tap to open annotations. You can add your own personal notes to any range of text or a bookmark. These are shared between any DocuNet Viewers you have and preserved across updates to the documents.

Tags

Tags can be used to filter the library. We use tags to identify Inflight Flyer article titles. If any Tags are available, a Tag icon will be present on the Top Tool Bar.

1. Tap the **Tag** icon to view or search tags.
2. All available Tags will initially be listed in grey. Tapping on a tag will cause it to turn blue and appear ticked.
3. You can enter a word on the Filter Tags box to search for a tag.
4. Click outside the tag selection window or select **Dismiss** to close it.
5. You will see that your selected Tags appear in blue underneath the Top Tool Bar.



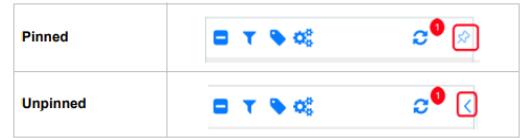
When navigating the document library, applied tags will appear with a blue fill. To clear tags:

1. Clear individually tags, select the relevant tag from the tag selection window. It will turn grey.
2. To clear all tags at once, select **Clear all** and close the tag window.

Pinning

The left-hand panel, tab bar and bottom tool bar can all be “pinned” or “unpinned”.

Pinned panels are permanently on the screen and reduce the content panel size. Unpinned panels temporarily overlay the content panel and slide away if the content panel is clicked, tapped, or scrolled.



All the tabs can be unpinned by selecting the blue arrow in the right of the respective tab bar.

Once unpinned, clicking in the content area will make the top and bottom tabs appear. If you have unpinned the left-hand panel, pressing the burger icon will slide it out.

Settings

You can customize a variety of the application settings including:

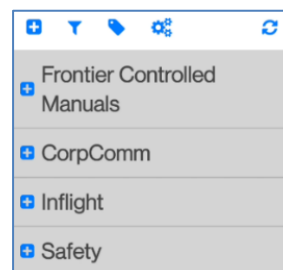
- **Theme:** Allows you to define the light and dark mode setting of the DocuNet Viewer with three options:
 - Light: Suitable for operation at day (dark text on a light background)
 - Dark: Suitable for operation at night or low levels of light. (light text on a dark background)
 - System: The app will respect the system light settings.
- **Fullscreen:** This is a read-only setting in iOS and Android devices, in which the app opens in full screen by default.
- **Automatic Scrolling:** Turn the continuous scroll of structured documents off.
- **Document Text Size:** Increase or decrease the text size of structured documents.
- **App Text Size:** Increase or decrease the text size of document list (group and document TOC entry) and tab text. If you have turned off the resize tab text option, this will only resize document list text.
- **Maximum Tab Width:** Specify the maximum tab width. Long document titles will wrap over two lines. The title of the document you have open will always expand and display on one line.
- **PDF Zoom to Fit:** Options to fit whole page on screen, fit page width on screen or fit page height on screen.
- **Registered User Details:** Device and user settings will be displayed.
- **Support Options:** Perform document clean-up and view release notes.

Document Library

Your library will be composed of multiple groups that contain documents. You can open and close groups by tapping anywhere in the group entry. If a group contains nested groups, these will be closed after opening their parent.




You should have four (4) main groups in your library:

- Frontier Controlled Manuals
- CorpComm
- Inflight
- Safety



Document Status

Depending on the document status, colored vertical bars will appear to the left of the title. These have the following meaning:

Document Appearance	Meaning
	The document is new or has been updated. This will be cleared after opening the document.
	You need to complete read and sign on this document.
	You have completed read and sign on this document.

Document Revision Information

Under the document name, the revision number and revision date may display.

Opening Documents

Selecting any part of the document list entry will load the first page of that document into the viewing content panel of the current tab. You can hold down on the document title for the option to open the document in a new tab.

Selecting the triangle to the right of the document title will open that document's table of contents without loading anything into the content panel.

You can return to the document library list at any time by tapping the **book** icon in the tool bar.

Document Tabs

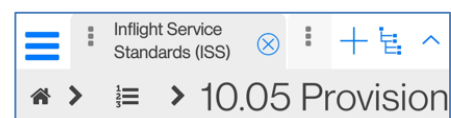
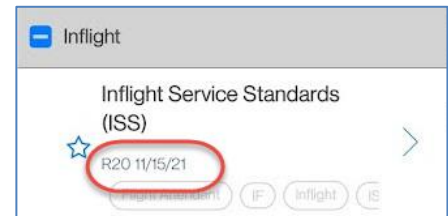
You can open a maximum of 20 different tabs for viewing different documents. In addition to the “slide right to open a new tab” functionality, you will see that at the end of the top panel is a ‘+’ icon. Tap this to open a new blank tab.

Tabs can be closed individually or in bulk. To close the document you have open, tap the cross icon in the far right of the tab. Tapping once on the grip (highlighted above) or doing a long press on the cross will generate a list with the following options:



- **Close** – Close the current document.
- **Close all** – Close all documents.
- **Close all but this** – Close all documents apart from the one being currently displayed.
- **New tab** – Open a new tab; this will open the Support Screen.

Location Tracking and Breadcrumb Tool



The table of contents and breadcrumbs automatically updates to reflect your current location in the document.




To the right of the top tool bar is a breadcrumbs icon. Tapping on this icon will load the path you have taken through the document in grey beneath the tab bar. You can jump to any of the previous sections displayed by tapping on them.

The final two icons will  ,  load the document title page and open the master document list respectively. Tapping the icon will collapse the breadcrumbs tool

Back/Forward Tool (Toggle)

You can return to the most recent page you have visited by selecting the left arrow in the bottom bar. After having gone back to a previous page, you go forward again using the forward   arrow.

View Online

Clicking on the View Online tool will launch a web browser and take you to the section of the document you are currently looking in the DocuNet Online Viewer. Once online, you can download a PDF of the section for printing. 

PDF Navigation

You can navigate through a PDF document in multiple ways.

PDF Swiping

You may swipe the screen from left to right or vice versa to load a page. the following or page. If you are operating the app in portrait or have unpinned the left-hand panel, swipe from the edge of screen to draw out the menu.

Page Navigation Arrows

You will see that back and forward arrows on either side of a loaded page.

Pressing these will take you to the next or previous page. These can also be hidden by touching or pressing in the content panel. Pressing again will restore them to view.


Thumbnail Selecting

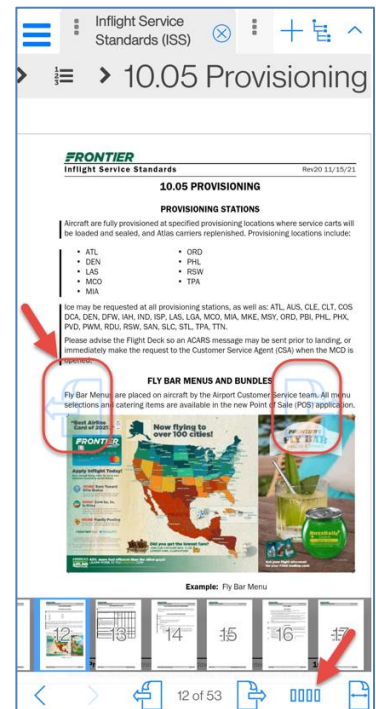
Selecting the page icon (four rectangles) in the bottom tool bar will load the document's thumbnails. Selecting a thumbnail will load that page. The thumbnails can also be scrolled/swiped.


PDF Zoom


When viewing a PDF document, there are options in the bottom left hand corner of the main page view to zoom the page to fit either width, height, or full page.


PDF Rotation

When viewing a PDF document, you can rotate the current page in 90° increments using the rotation tool: This will rotate the current page clockwise in 90-degree intervals. 



 Fit page height on screen

 Fit page width on screen

 Fit whole page on screen

Inflight Start Screen

Once logged into DocuNet (web or mobile app), select **Inflight Start Screen** under the Inflight section of the document library.

The Inflight Start Screen will display in the main viewing screen and contain the following buttons:

- **FAM:** The FAM button will open the Flight Attendant Manual (FAM).
- **ISSG:** The ISSG button will open the Inflight Service Standard Guide (ISSG).
- **Controlled Manuals:** The Controlled Manuals button will open all available controlled manuals.
- **Must-Reads:** This button provides an expanded view of all available Read and Sign (Must-Read) documents. This view does not identify unread Must-Reads (red side bar), however, the read and sign banner will display across the top of the opened document.
- **Memos:** The Memos button will provide an expanded view of all available Inflight Memos.
- **Inflight Forms:** This button will display available Inflight forms.
- **Commuter Registration Form:** This button will open the Commuter Registration form.
- **Controlled Forms:** This button will take you to all controlled forms. Currently, the only form available is the Commuter Registration Form.



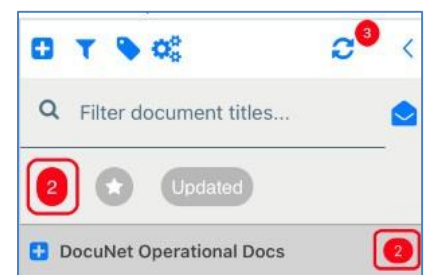
The Inflight Start Screen does not replace the Document Library; all manuals and forms may still be accessed using the left-hand menu. The Inflight Start Screen may be marked as a favorite for easy access.

Read and Sign Documents

Read and Sign documents (mandatory read) have mandatory compliance and include the Inflight Flyer and all Inflight Must-Reads.

The number of outstanding Read and Sign documents will display in the Library Filter, in the Library group and on the Book icon.

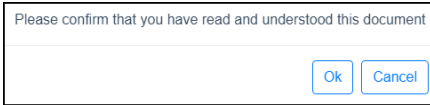
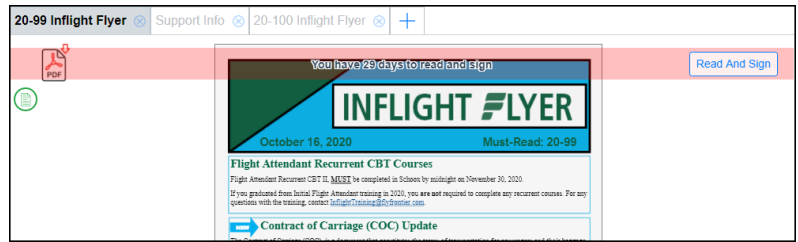
You can filter the library to show just these documents by clicking in the red flag at the top of the left-hand panel. The unread documents can be identified by the presence of a vertical red bar to the left of the favorite star.



Read and Sign Compliance

After opening a Read and Sign document, you will see a pink bar, towards the top of the viewer. The **Read and Sign** box will appear once you have viewed every page within the document.

When you click on the Read and Sign box, a dialog box will display asking you to confirm you have read and understand the document.



After completing the Read and Sign, the pink banner will turn green and present a time stamp displaying the date and time you performed read and sign. These will be present for a few seconds then disappear.

Mandatory Read Automatically Display

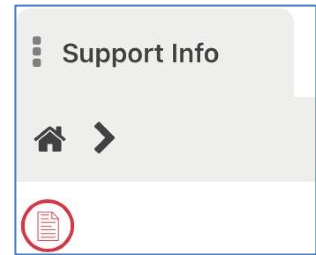
Documents that have been published as a mandatory read will automatically force themselves open in the content panel after being downloaded.

If you have multiple read and sign documents, they will open in separate tabs. If you close them without completing Read and Sign, they will re-open at five-minute intervals.

Read and Sign Time Periods

If documents have a read and sign compliance period, a further book icon will appear in the top left of the content panel. This will appear in both the Support and document view.

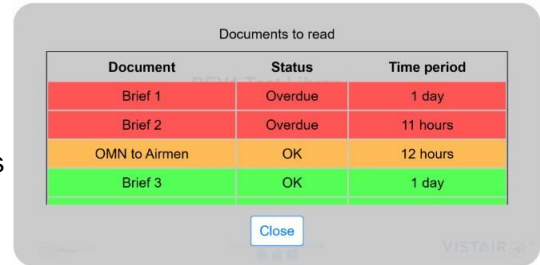
This icon will either be **green**, **amber**, or **red** depending on the read and sign status of the outstanding documents. The meaning of these colors is as follows:



Icon	Expanded Icon	Definition
	Documents to read	Read and sign documents that are in date and have more than 24 hours to complete read and sign.
	Documents to read	Read and sign documents that are in date but have less than 24 hours to complete read and sign.
	Documents to read	Read and sign documents that you have failed to read within the specified time limit.

Selecting the 'Documents to read' icon will open the full list of read and sign documents. Documents are listed in the sequence that they are due.

If you have multiple documents, the list is scrollable. The list is color coded in the same manner as the 'Documents to read' icon (e.g. **red** is overdue, **amber** signifies less than 24 hours to complete read and sign and **green** signifies more than 24 hours to read and sign.)



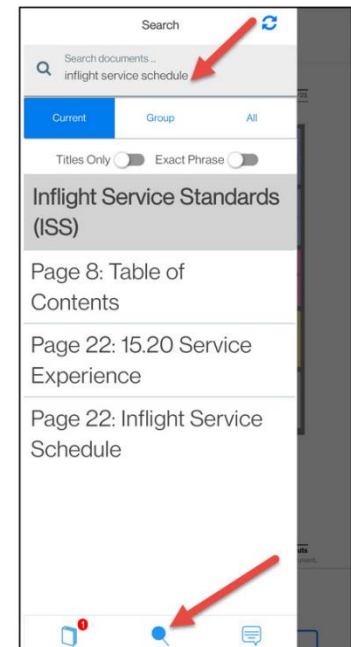
Document	Status	Time period
Brief 1	Overdue	1 day
Brief 2	Overdue	11 hours
OMN to Airmen	OK	12 hours
Brief 3	OK	1 day

Searching

The search feature allows you to search for specific terms and phrases within a document or library. Select the **magnifying glass** icon from the bottom of the left-hand panel to open the search menu.



1. Enter the word or words to be searched in the gray bar.
2. Select the content to search:
 - **Current** - Current document being viewed.
 - **Group** - All the documents in the same group as the current document that's open.
 - **All** - All documents in the library.
 - **Titles Only** - Displays just results in a section title.
 - **Exact Phrase** - Displays results matching the exact phrase typed.



NOTE: If you enter **Inflight Flyer** as the search phrase, it will display results which contain both "Inflight" and "Flyer". When **Exact Phrase** is selected, sections containing only "Inflight Flyer" will be shown.

Navigating Search

Search results will be displayed in the content window. The word that you searched will be highlighted in yellow and the specific search item you are viewing will have a black border.

If you have searched within a group, search results are split by documents in the order they appear in the library and will initially display 5 results. The option to "show more" will expand all the search results for the document.

Selecting Search Results

Selecting any of the listed entries in the left-hand panel will load the search result. You can also use the **Next** and **Previous** icons at the bottom of the panel to load the next and former result.

NOTE: If you have un-pinned the left hand panel and run a search, the **Next** and **Previous** icons will appear in the bottom of the content panel, enabling you to continue navigating search results after the left tab has disappeared. Re-pinning the tab will restore them to the left-hand panel.

To clear a search, open the left-hand panel and remove the word from the search box.

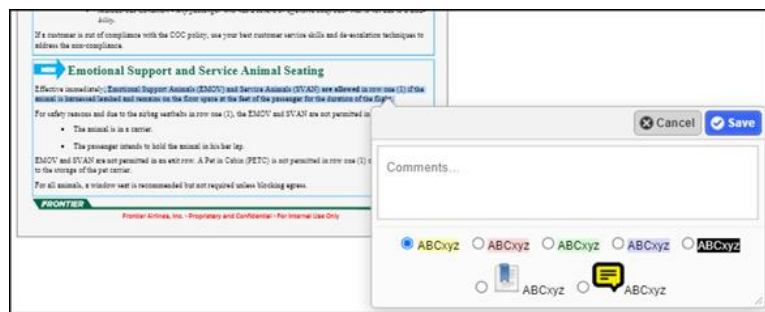
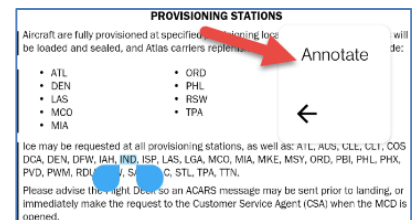
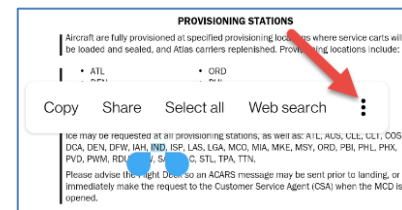
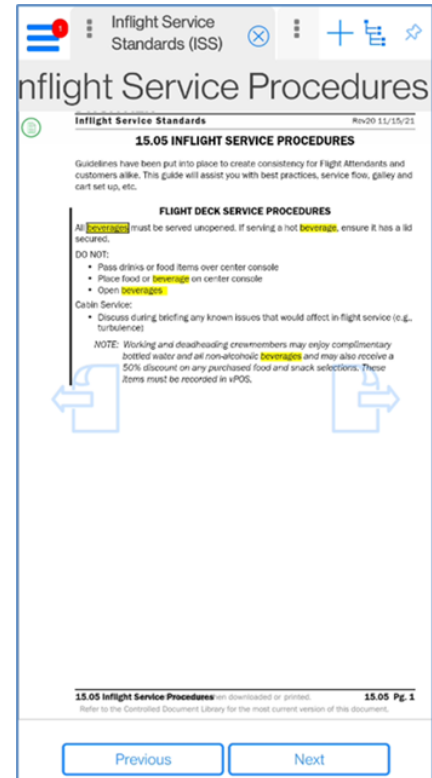
Annotations

Annotations (notes) and bookmarks can easily be added to any documents and viewed at any time. These are shared between any DocuNet Viewers you have and preserved with revisions to the documents.

To add an annotations (note):

1. Display a document and highlight the text where you want the note added.
2. When you have made a text selection, you will see a popup appear. This may look different on various mobile devices and platforms. In this example, the three dots to the right must be tapped.
3. Tap **Annotate**.
4. The comment box will display.
5. Type any text you wish into the annotation box up to a 2000-character limit.
6. Select the color (category) you want the text displayed. The categories will highlight the selected text in different ways, and you can filter by category in the annotations panel.
7. Tap the **Save** button to add your annotation.

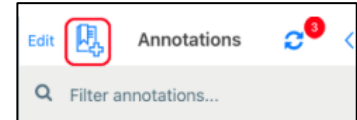
NOTE: You can resize the comment popup window by clicking and dragging on the bottom right corner.



Bookmark Annotation

You can add a bookmark annotation, that contains the section number (if present) and title of your current document location.

1. Open the manual to the section you want bookmarked.
2. Open annotations panel and tap the **Add Bookmark** icon at the top of the panel.



For PDF documents, a bookmark annotation will be created at the current section or at the top of the current page.

Viewing Annotations/Bookmarks

Annotations may be viewed from the annotation library or on the document page.

Annotation Library

All your annotations can be viewed within the annotation library. From the left-hand panel bottom tool bar, select the **Comment** icon.

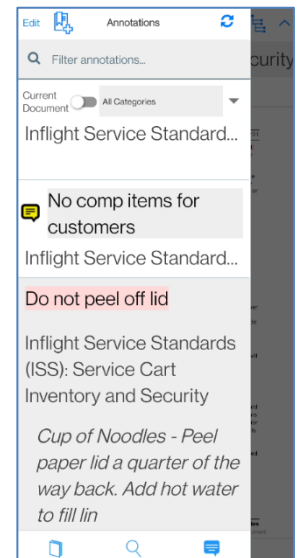


For each annotation you will see the annotation text, manual title and the section of the manual, truncated to fit on one line. The annotation text has the appropriate styling for the annotation category (color).

Filter Annotations

You can filter your annotations in the following ways:

- Select **Current Document** to show annotations in the currently viewed document.
- Typing text in the search box at the top of the panel. As you type, annotations which have highlighted text or annotation text which contain the typed text will be displayed.
- Select a specific annotation category (color) from the category drop down. This will only show annotations that have the specified category.



View Annotation on Page

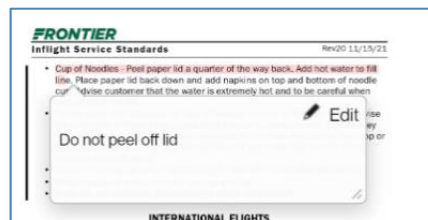
To view your annotations on the document page, tap on the highlighted text.

Edit or Delete Annotations

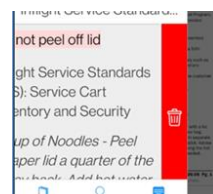
Annotations may be edited or deleted from the annotation library or on the document page.

Annotation Library

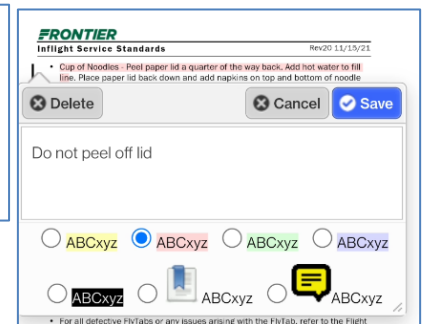
To edit, select the annotation. On the annotation comment box, tap on the **Pencil** icon (edit). Once changes are complete, select **Save**.



To delete, swipe left on an annotation in the library list. This will bring up a delete option. If you tap on the **Edit** button you can reorder and delete annotations in bulk.



You may also delete the annotation from the annotation comment box on the document page.

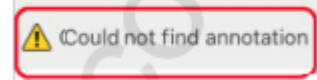


Reattaching Annotations (Document Updates)

When documents in the library are updated (manual revision), the system will normally automatically reattach annotations to the correct place in the document. However, depending on how the document has changed, there are some cases where this will not work correctly.

For example:

- The text that was originally highlighted has been changed or removed.
- The section that contained the text has been deleted. In cases like these, the application will alert you by attaching a warning symbol to the affected annotations.

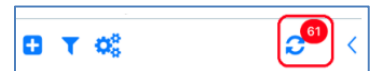


If possible, clicking on the annotation will still take you to approximately where the annotation was originally made. You can then repair the annotation as follows:

1. Select some text that you want to reattach the annotation too.
2. Click on the warning triangle.
3. This will create a dialog box, asking you to confirm you want to reattach the annotation.
4. Once you have clicked **OK**, the annotation edit window will appear against the newly selected text.
5. You can edit the annotation text as required.
6. When you click **Save**, the annotation will be reattached to the selected text.

Updating the Mobile Viewer (sync)

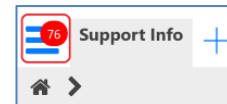
The Mobile Viewer is an 'offline' browser. This means that you must download new and updated documents onto it.



IMPORTANT: DocuNet should be updated prior to reporting for your duty day.

The Mobile Viewer has several ways of informing you that there are available document updates.

- The update icon in the Top Tool Bar displays the number of available mandatory updates.
- If you have un-pinned the left-hand panel, you will see that the hamburger icon contains a number. This is the sum of all available mandatory update documents and any outstanding read and sign documents.



Update Screen

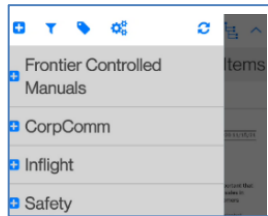
Select the **Sync/Update** icon from the left-hand panel top tool bar to load the Updates Screen. Available Updates will fall into one of three categories.



- **Mandatory Documents** - All available mandatory document updates. These are considered the most critical to action.
- **Optional Documents to Update** - All available updates to optional documents you have installed.
- **Optional Documents to Install** - All available optional documents that you haven't installed.

Select **Install /Install All** and **Update /Update All** on each category to ensure all optional and mandatory documents are loaded on to the Mobile Viewer. If no updates are available for a category, it will state **No Updates**.

IMPORTANT: To be compliant, you must install all groups. Once all groups are installed and updated, you should see four (4) main groups in your library: Frontier Controlled Manuals, CorpComm, Inflight and Safety.



There are icons at the bottom of the screen that allow the following actions for the library:

- **Check For Updates:** Checks to see if there any available updates.
- **Update All Mandatory:** Installs and updates all Mandatory documents.
- **Update All:** Installs and updates all Mandatory documents and updates any Optional documents that you previously installed.
- **Update History:** Provides an audit log of the update history.

NOTE: You do not need to keep the updates screen open while you are waiting for a download to complete. However, if you stop the app or place it in the background, it will stop and halt the download process respectively.

NOTE: Mandatory Read downloads will occur automatically when they become available or you check for updates. i.e. they do not need to be installed manually.

Tap the blue back arrow in the top left of the updates screen to return to the library.

